





RESPIRATORY CARE PROGRAM POLICY & PROCEDURE MANUAL

2022-2023

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Intent and Purpose

The purpose of this document is to:

1. Outline the University and Respiratory Care program policies and procedures that apply to all students and faculty regardless of instructional setting.
2. Keep the policies and procedures in a centralized document.

This will allow a smooth transition for both future faculty and the accreditation agency to locate operational information. Prior to the 2020 self-study process for the Commission on Accreditation for Respiratory Care (CoARC), the information was found in a variety of LSUE documents. Therefore, this manual is intended to be an important resource for program faculty and key personnel associated with the LSUE Respiratory Care program now and in the future.

This document should not be constructed to take the place of the LSUE or LSU Policy and Procedure manual that is the legal policy and procedure document for the institution.

Accreditation of Respiratory Care Program #200570

The Commission on Accreditation for Respiratory Care (CoARC) is the sole nationally recognized authority for the accreditation of professional degree programs in respiratory care. CoARC's mission is to serve the public by providing high quality respiratory care education through accreditation services.

Accreditation is a status that provides assurance to prospective students, their families, and the general public that an institution (or program) meets minimum requirements (i.e., Accreditation Standards) and that there are reasonable grounds to believe the institution (or program) will continue to meet those standards in the future.

According to Standard 5.03, "CoARC accredits respiratory therapy education programs in the United States. To achieve this end, it utilizes 'outcomes based' process. Programmatic outcomes are performance indicators that reflect the extent to which the educational goals of the program are achieved and by which program effectiveness is documented."

CoARC
264 Provision Blvd.
Telford, TN 37690
(817)283-2835

The most information on CoARC, personnel, and accreditation is located on the website:
www.coarc.com

Master Plan

The Master Plan reflects the program's purpose, values, goals, and student learning outcomes based on the Mission and the educational values of the University and Division. The plan reflects compliance with the Standards for an Accredited Educational Program in Respiratory Care. The Master Plan is maintained and kept in the office of the Program Director

Mission

The Associate of Science in Respiratory Care is dedicated to providing a well-rounded education based on high standards, principles, and values. The Respiratory Care Program promotes leadership, professionalism, critical thinking skills and continued education while stimulating intellectual inquiry and creativity of students to their highest potential. Our mission includes preparing graduates to enter the workforce as registry-eligible therapists with the ability to be productive health care professionals in a culturally diverse society by contributing to their profession and dedicating themselves to life-long learning.

Vision

The Associate of Science in Respiratory Care is committed to preparing students who are accountable and knowledgeable members of the Respiratory Care profession in an enhanced learning community and who partner with other health care professionals in planning and delivering high quality health care. The focus of program faculty and respiratory care students is to meet the future health care needs in southwest and central Louisiana.

Program Goals

1. To prepare graduates to enter the workforce as registry-eligible therapists who meet employer expectations with respect to their knowledge, skills, and behavior.
2. To provide students with the highest quality education through didactic, laboratory, and clinical instruction with emphasis on the psychomotor, affective and cognitive learning domains.
3. To provide employers highly knowledgeable, registry-eligible respiratory therapists who are able to adapt well in the working environment and prove themselves dependable, ethical, and competent.

LSU Eunice PS No. 8
Effective: June 4, 2010 Revised: December 3, 2012, September 14, 2015
Page 1 of 9
SUBJECT: Appeal Procedures Available to Students

I. University Policies

Policy on Appeal Procedures Available to Students

Appeal Procedure
The functions of an appeal procedure are twofold: to determine if the appeal has merit, and, if so, to arrive at appropriate action by the University to remedy the situation.

Appeal Form
A printed form is provided by the University to be used by students in making appeals that reach the third step of the appeal procedure. (See Appendix to PS No. 8.)

Hearings
A duly constituted hearing panel (see section on The Use of Hearing Panels) will consider evidence, facts, and arguments on both sides of an appeal in an effort to determine the facts of the case and, after determining the facts, make recommendations for appropriate action. Hearings will be conducted in a manner consistent with procedural due process standards.

GENERAL POLICY

It is the University's policy to provide students with well-established appeal procedures for questioning the validity of any regulation, rule, policy, requirement, or procedure as it applies to the individual student.

It is recognized that student dissatisfaction resulting in an appeal may range from a simple disagreement over the interpretation and application of a department rule, to a more severe dispute over the application of a particular University regulation to the student's own situation, to a very serious charge of improper discrimination or violation of constitutionally guaranteed rights. Although recognizing the wide range of possible complaints, and varying degrees of seriousness of complaints, the University has developed a uniform appeal procedure to be followed for all appeals, except those challenging traffic or parking summons or citations and grievances growing out of student employment.

It is the University's basic philosophy that student appeals can best be, and hence, should be, settled at the lowest possible administrative level and settled as quickly as practicable.

General Provisions of the Appeal Program

1. The decision to utilize an appeal procedure shall be voluntary on the part of the individual student. All students shall have the right to make appeals without fear of coercion, harassment, intimidation, or reprisal from the University or its employees for the act of utilizing an appeal procedure.

2. No University employee is to take reprisal action against a student for the act of making an appeal. However, it should be understood that capricious charges made by a student against a university employee may make that student liable to action through the courts.

3. The University recognizes the rights of all parties, the student filing an appeal, and employees against whose action the appeal is filed, to impartial appeal decision- makers.

4. The student shall have the right to have an advisor, or advisors, present at all discussions and hearings held as a part of an appeal; however, the advisor would not normally be used at the initial discussion between the student and the University employee, i.e., Step 1 in the General Appeal Procedure. The advisor(s) may be a friend, a parent, a faculty member, an ombudsman, an attorney, or any other person chosen by the student.

5. If an appeal alleges that the cause of the appeal grows out of an inappropriate action by a particular employee or employees of the University, the employee or employees shall also have the right to be present at all appeal meetings and/or hearings. The employee may have an advisor present at all such meetings.

6. The confidentiality in all appeal proceedings shall be maintained in accordance with the provisions of the Family Educational Rights and Privacy Act of 1974.

Types of Appeals

Consistent with the general policy statement above, the University provides the following types of appeals.

1. General Appeal. A student may use the general appeal procedure to formally question the validity of any University regulation, rule, policy, requirement, or procedure as it applies to the student, except as listed in 2 and 3 below.

2. Appeals of University Traffic Citations. A special procedure is established whereby a student may appeal any University traffic citation issued to a vehicle operated on campus by a student or for the benefit of a student. Such appeal must be initiated within 7 business days of the date of issuance of the citation to the Vice Chancellor for Student Affairs and Enrollment Management. Instructions for initiating challenges of traffic citations are printed on the back of each traffic citation. For this policy, a business day is defined as a day when administrative offices are open for business.

3. Grievances by Student Employees of the University. Students who are also employees of the University shall have the right of appeal when work rules and other conditions of employment result in dissatisfaction.

4. Title IX Offense, Complaint, or Disciplinary Action Arising from a Title IX Violation. The student has the right to appeal any decision of the Student Code of Conduct Committee. Any such Title IX/AA/EEO violation/disciplinary appeal must be submitted in writing to the LSUE campus Chancellor within 10 working days of the decision. The Chancellor will submit the findings in writing within 15 working days to the party requesting the appeal and any other party the decision effects. The Chancellor's decision will be final.

OPERATING PROCEDURES

Steps to be Followed in Making an Appeal

Appeals of traffic citations, appeals relative to student conduct, and grievances growing out of student employment, should be made in accordance with the special procedures established for these appeals. All other appeals should be made in accordance with the following step-by-step process.

Step One - The student should meet with the University employee whose action caused the student's dissatisfaction to discuss the problem and to attempt to arrive at a solution. Although the student and the University employee may each have an advisor present, it is believed that under most circumstances, the meeting will be more productive if only the student and the employee are present. With the exception of grade appeals, no specific time limit is set for making an appeal; however, it is recommended that appeals be made as soon as possible after the occurrence of the action which resulted in the appeal. The University employee must inform the student of his/her decision within 7 business days after the meeting. Appeals of final grades must be initiated by the student within 20 business days after the beginning of the next regular semester. If the decision reached in this step requires changes in an official record of the University, e.g., a grade change, or the release of the student from a specific obligation, the University employee must comply with all University regulations and procedures necessary to accomplish the change.

Step Two - If the matter is not resolved between the student and the employee in Step One, and the student wishes to pursue the appeal, the student shall make a written request to the head of the department asking for a meeting between the head of the department, the employee who heard the appeal at Step One, and the student. The name and exact title of the person to whom the request should be addressed can be obtained from the employee in Step One. The written request should state that the purpose of the meeting is to consider an appeal and should indicate the name of the employee involved in Step One; however, it need not go into detail as to the justification for the appeal. For grade appeals, this request must be submitted within 30 business days after the first day of classes of the next regular semester. Upon receipt of a written request, the head of the department shall arrange for such a meeting within 10 business days from the date that the request is received. The meeting should be an informal but thorough and candid discussion of the problem in the hope of arriving at a solution. The student and the employee may be accompanied by an advisor. The head of the department shall make the

decision at the close of the meeting, or within 5 business days thereafter, if the department head wishes to take the matter under advisement. If a decision is made at the close of the meeting, it is to be given orally to all present. If the matter is taken under advisement, the head of the department shall inform all parties of his/her decision in writing. If the decision reached in this step requires changes in an official record of the University, the University employee must comply with all University regulations and procedures necessary to accomplish the change.

Step Three - If either the student or the University employee is not satisfied with the decision reached in Step Two, an appeal may be made to the next level in the administrative structure of the University, e.g., grade appeals and other academic appeals to the Vice Chancellor for Academic Affairs, and all other appeals to the administrator to whom the employee who heard the appeal in Step Two reports. The name and title of the person to whom the Step Three appeal is to be made can be obtained from the administrator handling Step Two. The appeal must be in writing on the form provided for this purpose in the Appendix to this policy by the University and must be submitted within 10 business days after notification of the results of Step Two. The form must contain the following: a statement of the action(s) complained of; the relief requested (i.e. resolution); and a specific statement of the reasons supporting the relief sought. The student or University employee may also request that a hearing panel be established to assist in making the Step Three decision. In the case of a student's appeal, the Step Three administrator must promptly forward a copy of the written appeal to the two employees involved in Step Two. They, in turn, must promptly reply with individual written statements supporting the action(s) taken in Step Two. Either of these employees may request that a hearing panel be used in Step Three. Copies of their replies must be forwarded to the student. Upon receipt of a written appeal, and appropriate replies from Step Two employees, and unless a hearing panel has been requested, the Step Three administrator may take one of the following actions:

1. Reach a decision on the basis of the written appeal and the replies.

2. Hold a meeting with all parties present, and after discussion, reach a decision.

3. Refer the appeal to a hearing panel for their recommendations. If the student or an employee request the use of a hearing panel, the administrator must refer the appeal to a hearing panel for a recommendation. Additional information about the use of a hearing panel is presented under the heading The Use of Hearing Panels.

If options 2 or 3 above are used, the student and employee may be accompanied by an advisor. Though advisors may communicate freely to individuals they accompany, they will not be permitted to speak on behalf of an individual, directly question other parties, engage in statements or summations, or in any other way insert themselves directly into the hearing process. Regardless of the method used, the Step Three administrator must make a decision within 20 business days from the date of receipt of the student's appeal. The decision must be in writing with the reasons supporting the decision, and copies must be given to all of the parties. If the decision

reached in this step requires changes in an official record of the University, the University employee must comply with all University regulations and procedures necessary to accomplish the change.

The decision of the administrator in Step Three concludes the appellate process; however, if any party, student or employee, believes that a serious procedural error was committed in Step Three, or that there was an abuse of discretionary authority in reaching a decision in Step Three, a written request may be made to the Chancellor for further relief. This written request shall take the form of a petition for review.

Petition for Review

The petition for review must be addressed to the Chancellor. It must be filed within 10 business days after receiving the decision made on the appeal at Step Three. The petition for review must contain a complete statement of the alleged serious procedural error, or examples of abuses of discretionary authority complained of, and also must contain reasons for the relief sought. The petition must also be accompanied by all documents produced at Step Three.

The Chancellor shall decide within 10 business days whether further action should be taken, and in reaching this decision, may ask the other parties to make a written reply to the petition for review, or these parties, on their own, may make a written statement. If the decision is reached that a review is not justified, the student and all other parties will be so notified. If the Chancellor decides to respond favorably to the petition for review, he/she will hold a formal meeting with the parties and reach a decision on the basis of this meeting and all written materials furnished. The Chancellor will notify all parties once a decision is reached.

Maximum and Minimum Steps in Appeal Procedure

The maximum number of steps in the student appeal procedure is three, and the minimum is one. Initially, the appeal should be made to the employee who took the action which resulted in the appeal. The place of the employee receiving the appeal in the University's table of organization will determine if all three steps of the appeal procedure are necessary. Most appeals, however, unless settled at an early step, will go through all three steps.

Because of the uniformity of the administrative structure of the academic divisions of the University, the administrator charged with the responsibility for reaching Step Three decisions for all grade appeals will be the Vice Chancellor for Academic Affairs, except in cases in which the Vice Chancellor is also the instructor who gave the grade being appealed. In such cases, the Chancellor (or Chancellor’s designee) will preside.

In the interest of consistency and fairness to the student, and to give assurance that the person responsible for Step Three has the necessary delegated authority required to make the decision, Step Three appeals in all divisions of the University will be the responsibility of an appropriate administrator in the table of organization who reports directly to the Chancellor.

The Use of Hearing Panels

Step Three of the appeal procedure provides for the use of hearing panels upon request by any of the parties, or at the discretion of the administrator hearing Step Three.

Such hearing panels to hear grade appeals will be appointed by the Vice Chancellor for Academic Affairs and shall be composed of three faculty members selected by the Vice Chancellor, with no more than two from the same department, and two students appointed by the SGA president. The Vice Chancellor will designate a committee chair. The panel shall hold a hearing with the head of the department, the teacher, and the student, all of whom may be accompanied by an advisor. After deliberation, the committee will make its recommendations to the Vice Chancellor for Academic Affairs. Copies of these recommendations and the final decision of the Vice Chancellor must be given to all of the parties and the Chancellor for final disposition.

Some federal laws and administrative guidelines issued by the executive branch of the Federal Government for the administration of these laws require the use of hearing panels as a part of the student's appeal procedure. These laws include Title VI and Title VII of the Civil Rights Act of 1964; Title IX of the Educational Amendments of 1972; Section 503 and 504 of the Rehabilitation Act of 1973; and the Family Educational Rights and Privacy Act of 1974 (The Buckley Amendment). In all student appeals which allege a violation of these laws or guidelines issued to implement these laws, a hearing panel will always be used at Step Three. This hearing panel will be appointed by the Step Three administrator, or, at his/her discretion, the administrator may request the Chancellor to appoint the hearing panel. The membership of the hearing panel will be not less than three nor more than seven. The person appointing the committee will designate one member to serve as chair.

References

The following were used in preparing PS No. 8: The Constitution of the United States; Title VI of the Civil Rights Act of 1964 and regulations and guidelines issued by the Department of Health, Education and Welfare; Title IX of the Educational Amendments of 1972 and regulations and guidelines issued by the Department of Health, Education and Welfare; The Family Educational Rights and Privacy Act of 1974 (The Buckley Amendment) and regulations and guidelines interpreting and implementing this act issued by the Department of Health, Education and Welfare; Section 504 of the Rehabilitation Act of 1973 and regulations and guidelines issued by the Department of Health, Education and Welfare; General Order on Judicial Standards of Procedure and Substance in Review of Student Discipline in Tax Supported Institutions in Higher Education issued by the United States District Court for the Western District of Missouri, sitting en banc - this general order outlines the requirements for due process in the student-university relationship; Title IX Grievance Procedures Introductory Manual - issued by the Department of Health, Education and Welfare.

Reviewed summer 2022

Appendix
LSU Eunice
STUDENT APPEAL FORM*

Name_____ Student No._____

Division _____ Curriculum_____

Advisor (See Item 4 under General Provisions of the Appeal Program, P. 2 of 11):
Name_____

Title or Relationship_____

List name and title of the University employee to whom the appeal was made at Step One and Step Two:

Step One: Name_____

Title_____

Step Two: Name_____

Title_____
Name/title of person to whom the Step Three appeal is being filed:

Name _____

Title _____

Statement of Appeal**
(Action complained of)

_____
_____
_____
_____
_____
_____
_____
_____

Relief (Resolution) Requested

_____
_____
_____
_____
_____

Reasons Supporting Relief Requested

_____
_____
_____
_____

Student Signature _____ Date_____

*This form should be used only for Step Three appeals.
**If sufficient space is not provided, write "see attached" and attach your appeal statement written on 8 1/2 x 11 paper in accordance with the provisions of Step Three of the appeal procedure.

Reviewed summer 2022

Equal Opportunity Policy

POLICY STATEMENT 11

EQUAL OPPORTUNITY

POLICY DIGEST

Primary Monitoring Unit: Human ResourcesSecondary Monitoring Unit: Chancellor Initially Issued: May 29, 2011
Last Revised: June 4, 2022

I. PURPOSE

The purpose of this policy statement is to assert Louisiana State University at Eunice's commitment to provide equal opportunity for all qualified persons in admission to, participation in, or employment in the programs and activities which the University operates without regard torace, creed, color, marital status, sexual orientation, gender identity, gender expression, religion, sex, national origin, age, mental or physical disability, or veteran's status, as well as to implement a procedure to address complaints for those who believe they have been subjected to discrimination and/or harassment in violation of this policy.

II. POLICY

Louisiana State University at Eunice supports affirmative action and equal opportunity standardsas set forth in the University's Affirmative Action Plan. The University's Affirmative Action Plan requires that all employees and applicants receive fair consideration for employment and that allemployees are treated fairly with regard to recruitment, promotions, demotions, transfers, layoffs, furloughs, terminations, rates of pay and other forms of compensation, tenure, training, and other employment practices. This policy statement also affirms the LSU Eunice's policy regarding sexual harassment as outlined in the University's Policy Statements on Sexual Harassment (PS-30) as well as its policies and procedures related to disability as established in PS-44.

LSU Eunice complies with the provisions of Title IX, Title VI, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, Title VII, the Age Discrimination in EmploymentAct (ADEA), the Americans with Disabilities Act (ADA) and applicable state law. The Office of Human Resources Management and the Office of Affirmative Action/ Equal Employment Opportunity are designated at LSU Eunice as responsible for coordinating the University'scompliance with these statutory provisions.

The University reaffirms and emphasizes its commitment to provide a workplace free from discrimination and harassment and to provide a means to address complaints of discriminationand/or harassment. LSU Eunice also reiterates its commitment and responsibility to protect its employees and students from discrimination, harassment, and retaliation for participating in thecomplaint process. This Policy Statement is not intended to infringe upon constitutionally guaranteed rights nor upon academic freedom. In considering allegations of discrimination and/or harassment, the University must be concerned with the rights of both the complainantand the accused.

All complaints of discrimination and/or harassment will be addressed. Substantiated cases shallresult in appropriate discipline or other corrective action. The severity of the disciplinary action shall be consistent with the seriousness of the act of discrimination and/or harassment.
Additionally, under appropriate circumstances, the University may take action to protect itsemployees and students from harassment by individuals who are not employees of the University.

The Chancellor, Vice Chancellors, Deans, Directors and all other supervisory employees areresponsible for assisting the University in the implementation of this policy.

Anyone having questions regarding this policy or a complaint regarding a possible violation ofthis policy should contact the Office of Human Resource Management or the Title IX/AAEO Coordinator.

A. Complaint Options

Any member of the University community who believes he or she has been subjected to discrimination and/or harassment in violation of this policy has a right and an obligation to report the conduct to any University official, supervisor, or the Office of Human Resource Management, or the AAEEO Coordinator. No student or employee is required to report or make a complaint of discrimination and/or harassment to the person who is engaging in theproblematic conduct.

Because discrimination and harassment may involve a wide range of behaviors and is, in part, a function of the way in which such behaviors are perceived, the way in which a given incident is appropriately treated depends on its effect upon the recipient as well as upon the specific behavior itself. For example, simply informing the individual through verbal or writtencommunication that the behavior is unwelcome and should cease may be sufficient to end it.If this is ineffective or the situation is such that an individual is unwilling or unable to deal with it in this way, other means of addressing such concerns are provided in this policy.

To ensure that situations that may involve discrimination and/or harassment are handled appropriately, Vice Chancellors, Deans, Directors, supervisory employees and any other University officials who receive a

complaint or who become aware of a possible violation of this policy will immediately notify the Office of Human Resource Management or the AAEEOCoordinator for advice and assistance on how to respond to the complaint (Science BuildingRm. 120 phone: 337-550-1222). The Office of the Dean of Student Affairs is responsible for addressing complaints involving student on student harassment and/or discrimination when neither the accused(s) nor the accuser(s) are employees of the University.

If an individual believes that he/she has been subjected to discrimination and/or harassment, the individual may make use of both the informal and formal resolutionprocedures explained below.

B. Informal Procedure

Under the informal procedure, a complaint may be filed with the Office of Human Resource Management, Vice Chancellors, Deans, Directors, Charis, or other supervisory employees. Use of the informal procedure is optional, and the individual can choose to bypass, discontinue, or initiate a formal complaint at any time during the informal process. The complainant, the individual receiving the informal complaint, and the Office of Human Resource Management will jointly determine how best to handle the complaint. The information reported to the University related to a complaint will be treated as confidentially as possible with only those with a need to know being informed of the complaint.

C. Formal Procedure

If an individual opts to follow the formal procedure, an individual should file a complaint with the Office of Human Resource Management or AAEEO Coordinator. A formal investigation of the complaint will be conducted to determine if sufficient evidence exists to conclude that a violation of the University's policy has occurred. The individuals involved in the complaint will be notified about its resolution.

All of these procedures will operate under the general principles of fairness and confidentiality and will be used in a way that attempts to ensure that a charge of discrimination and/or harassment is carefully reviewed to determine whether a violation of this or related policies has occurred and to further provide that the rights of both the complainant and the accused are protected. Substantiated violations of this policy will result in appropriate discipline or corrective action. Furthermore, employees, students, witnesses, and/ or other participants involved in the complaint, or its investigation are protected from retaliation of any form. Any employee violating the prohibition against retaliation may be subject to disciplinary action up to and including termination.

III. RECRUITMENT AND SELECTION

The University, through its recruitment and employment policies, will recruit and employ qualified personnel for all its diverse activities and will provide equal opportunities during the selection process and employment without regard to race, color, marital status, sexual orientation, gender identity, gender

expression, creed, religion, sex, national origin, age, mentalor physical disability, or veteran's status. The following guidelines are designed to achieve the recruitment and placement objectives set forth in the University's Affirmative Action Plan.

General Guidelines for Faculty, Classified, Other Academic, and Professional Positions

A. Position advertisements and selection criteria will be developed in direct relationshipto job requirements, University policies (ex. LSU PM-23) and applicable University standards. Requests to create or fill vacant positions will include a position justification and proposed job description that will be submitted to the Office of Human Resource Management for review and additional administrative approval.

B. The recruitment process shall be conducted in a manner consistent with the goal ofattracting a diverse pool of applicants. For certain vacancies, this could include placing advertisements in appropriate sources to attract minority and female candidates. The Office of Human Resource Management serves as a resource to hiring departments in determining the most appropriate strategies for recruiting minority and female candidates for vacancies at LSU Eunice. The level and classification of the vacancy will determine the scope of recruitment activities. Mostfull-time faculty and senior professional vacancies should be advertised regionally and/or nationally. All ads must include the statement "LSU Eunice is an Equal Opportunity/Equal Access Employer." Advertisements may include a salary range. All advertisements, including the scope of advertising effort (i.e. local, regional, or national) and the advertising sources used, must be formally submitted to and approved by the Office of Human Resource Management prior to publishing.

C. All vacant regular full-time and part-time positions will normally be publicized at leastwithin the University to ensure that all interested and qualified employees are awareof opportunities for promotion or transfer. Internal promotions are strongly encouraged. Promotions to or in faculty rank must either result from a competitive external search or part of the formal promotion and tenure review process. Advertisement may not be waived.

D. The minimum time between publication of an ad and the application deadline for Classified/Civil Service positions is 5 calendar days, and 14 calendar days for all other positions. All vacancies should be advertised far enough in advance to attractan adequate applicant pool.

E. All pre-employment selection procedures, including credential reviews, interviews and reference checks, shall be conducted without regard to race, color, creed, marital status, sexual orientation, gender identity, gender expression, religion, sex,national origin, age, mental or physical disability, or veteran's status.

F. The use of search committees to fill vacancies is encouraged. Every effort should bemade to have

diverse representation. This may include females and minority representation on search committees, as well as members of the department, representatives from the Office of Human Resource Management, external constituents, and/or members of other academic or administrative departments. (Note: For faculty positions, the use of search committees does not replace the requirement for a vote of the eligible voting faculty in accordance with LSU Eunice PS-12.)

G. Records pertinent to the employment decision (ex., copies of advertisements, letters of application, resumes, replies to and from applicants, reference notes, interview notes, selection criteria) must be retained in the employing department for at least three years from the date the position is filled, and if not filled, three years from the date the posting/application period closed and made available to the Office of HumanResource Management upon request.

H. Certain demographic information is collected from the applicant online at the point ofapplication submission. To ensure accurate EEO data tracking and reporting, the hiring unit must indicate the applicant dispositions in the Applicant Tracking System or send the applicant dispositions to the Office of Human Resource Management.

I. The Office of Human Resource Management may randomly select positions for monitoring and audit. This can occur pre- or post-selection. Selection procedures, aswell as applications and resumes submitted by applicants will be reviewed when positions are monitored or audited.

J. Additionally, positions for which LSU Eunice has determined that underutilization offemales and/or minorities exists may be targeted for monitoring and auditing.

K. Standard operating procedures for recruitment and selection of candidates shall be maintained by the Office of Human Resource Management. Such procedures should be reviewed annually to ensure that best practices are being applied to the recruitment and selection process to afford equal employment opportunities to all candidates and the staffing needs of the University are fulfilled in a timely manner with the most qualified candidates.

IV. ACTING OR INTERIM APPOINTMENTS

As a general matter, the University seeks to fill positions quickly with permanent hires. In someinstances, however, the University must make temporary appointments on an Interim or Acting basis. “Interim” refers to a temporary appointment to a vacant post. “Acting” refers to a temporary appointment congruent to another employee holding the permanent appointment butis unavailable (ex. extended leave).

A. Non-Academic Administrator

While an Acting or Interim appointment for one year or less need not be advertised andfilled on a competitive basis, appointing officials are encouraged to conduct a search at least within the department, school, college, or unit. Appointments of this nature must beapproved in advance by the Office of Human Resource Management and requisite campus approvals must be obtained. Efforts should be made to identify women and minority candidates for such appointments.

B. Academic Administrator

This sub-section pertains to administrative positions that are academic in nature.

1. While Acting or Interim appointments for one year or less need not be externally advertised, they must be filled at least on a competitive basis internally to the campus. Appointing officials are required to conduct a search at least within the department, school, college, or other overarching unit, depending on the scope of responsibility.

If a person to fill the permanent position has not been named, an Interim appointment may be extended beyond one year. The hiring authority or designee for this case will solicit input from constituency (e.g. faculty and staff in the unit or units of responsibility) and consider this input in deciding to extend. If a person to fill the permanent position has not been named, an Interim position can be extended beyond year two after considering the results of annual performance review from the constituency and obtaining written authorization from the Chancellor or designee.

V. OTHER EXCEPTIONS TO THE AVERTISING GUIDELINES (WAIVERS)

In some circumstances, exceptions to the aforementioned guidelines may be permitted. In thesesituations, the normal advertising requirements are not required or may be waived/limited.
Examples of situations in which advertising waivers may be approved include the followingpersonnel actions:

A. Visiting Faculty and Internship Appointments

If the internship program has been pre-approved by the Office of Human Resource Management, appointments need not be advertised and filled on a competitive basis. If avisiting faculty appointment will exceed one year, it must be advertised.

B. Temporary Appointments (180 days or less)

Such appointments need not be advertised unless they could result in a permanent appointment. A waiver request is not required for appointment that will not exceed 180days.

C. Promotions from within a Division, Department, or Unit (Non-faculty, non-administrative)

When a vacancy occurs, the employing department may request an exception to theadvertising guidelines from the Office of Human Resource Management in order to promote an employee who is currently employed within the department or unit where thevacancy exists. All qualified employees in the department or unit where the vacancy occurs must be considered for the promotion. After the department has selected the employee to fill the position, the Office of Human Resource Management will, before approving the appointment:

1. Review the qualifications of the position and determine if the selected employeemeets the minimum qualifications required for the position,

2. Review the qualifications of all other qualified employees within the department orunit who have applied for the position, and

3. Review the University's Affirmative Action Plan's utilization analysis to determine if underutilization of female and/or minorities exists within the EEO category in whichthe vacancy occurs.

D. Extraordinary Circumstances

Where justified, an exception to the normal advertising guidelines may be granted in anyextraordinary circumstance (ex. candidate possesses unique exceptional qualifications). It will be incumbent upon the hiring authority to provide justification and appropriate documentation where applicable. In cases related to academic administrative positions, written authorization must be obtained from the Vice Chancellor for Academic Affairs and the Chancellor or designee. The Office of Human Resource Management will reviewexception requests for all other positions.

Any questions pertaining to this Policy Statement should be directed to the Office ofHuman Resource Management.

Revised summer 2022

Sexual Harassment Policy

POLICY DIGEST

Primary Monitoring Unit: Title IX Coordinator
Initially Issued: May 14, 1998
Last Revised: October 29, 2021

I. PURPOSE

To comply with Section 703 of Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendment of 1972, Executive Order No. BJ 2014-14, the Louisiana Board of Regents, Louisiana State University Permanent Memorandum 73 (PM-73) Policy Prohibiting Sex- and Gender-Based Harassment and Discrimination, including Sexual Misconduct (updated July 1, 2021), and the Permanent Memorandum (PM-55) Equal Opportunity Policy (updated July 10, 2006). Sexual harassment is a violation of Title IX of the Education Amendment of 1972, which prohibits discrimination based on sex in educational institutions receiving federal financial assistance

In order for productive learning and the support thereof, members of the LSU Eunice campus community, i.e. faculty, students, administrators, and staff, should pursue their responsibilities guided by a strong commitment to principles of mutual trust and confidence and professional codes of conduct. Sexual Misconduct violates an individual's fundamental rights and personal dignity and will not be tolerated. LSU Eunice prohibits and is committed to an environment free of discrimination based on sex and Sexual Misconduct. This policy affirms these principles and provides recourse for individuals whose rights have been violated.

See LSU Permanent Memoranda PM-55 (Equal Opportunity Policy), and PM-73 (Policy Prohibiting Sex- and Gender-Based Harassment and Discrimination, including Sexual Misconduct) for further information.

II. DEFINITIONS

Sexual harassment consists of unsolicited and unwelcome sexual behavior. It is coercive or offensive conduct in a non-reciprocal relationship.

A. "Quid pro quo" sexual harassment consists of requests for sexual favors, either implied or explicit, when submission to such requests is made a condition of continued employment, advancement, improved grades, or participation in a university activity.

B. "Hostile environment" sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexual flirtation, graphic or degrading comments or gestures of a sexual nature, and the display of sexually offensive objects or pictures. Sexual harassment does not refer to occasional compliments of a socially acceptable nature; it refers to repeated behavior which is unwelcome and personally offensive.

C. "Sexual assault" consists of unwelcome physical contact of a sexual nature. It includes kissing, stroking, fondling, coerced sexual intercourse, and rape or attempted rape.

D. A "responsible party" is defined in PM 73 as any employee who has the authority to take action to redress sexual violence or who has been given the duty of reporting incidents of sexual violence or any other misconduct by employees or students to the Title IX Coordinator or designee; or whom an employee or student could reasonably believe has the authority or duty; or any student employees.

Further definitions associated with sexual harassment are contained in PM 73.

Sexual harassment can occur between members of the same sex as well as members of the opposite sex. It can occur between peers as well as between people who are in a superior/ subordinate relationship. It can occur between any members of the LSU Eunice campus community, including faculty, staff, and students. An incident of sexual harassment can also occur between a member of the LSU Eunice community and a visitor, patron, client, or contractor working for LSU Eunice.

III. GENERAL POLICY

It is the policy of LSU Eunice that all members of the campus community should be able to enjoy a work and/or educational environment free from sexual harassment. Such conduct as described above -- whether committed by supervisors, non-supervisors, faculty, staff personnel, students, visitors, contracted personnel or others -- is prohibited. All members of the university must be aware of sexual harassment, whether intended or inadvertent, and take a proactive stand against it.

Supervisors shall take a proactive role in preventing sexual harassment. They must understand LSU Eunice policy and procedure on sexual harassment and enforce acceptable behavior among faculty, staff, and students; observe and be aware of potential sexual harassment behaviors in and out of the classroom; model appropriate behavior; and alert the Title IX Coordinator and AA/EEO Officer or designee should an incident occur.

IV. PROCEDURE

Initial Action(s) by Harassed Party:

An individual who feels harassed shall immediately tell the harasser (through face-to-face contact, in writing, or through a third party) to stop what the individual feels is offensive behavior. The individual who feels harassed should also keep records of the incidents.

An individual who wishes to make a complaint may use either formal or informal procedures. Complaints must be filed with the Title IX Coordinator and AA/EEO Officer or designee. A person may make a complaint to any member of campus considered to be a "Responsible party".

Any complaints made about a member of the university community who uses verbal/physical abuse directed toward an individual or a group based on their sex or who creates a sexually intimidating, hostile working/learning environment shall be addressed immediately. The person shall be told that such behavior is not acceptable and not tolerated at the university.

Reporting Misconduct

Informal Procedure:

A. Within 180 days the complainant shall contact someone whom he/she trusts, e.g., a counselor, advisor, faculty member, administrator, or campus security.

B. Under all circumstances, this university member must refer the complaint to the Title IX Coordinator and AA/EEO Officer or designee on campus. In the event that the Title IX Coordinator and AA/EEO Officer is charged with sexual harassment, the complaint shall be filed with the Office of Human Resources.

C. The Title IX Coordinator and AA/EEO Officer or designee shall refer to PM 55 and/or PM 73 to investigate the allegations and attempt to resolve the complaint using informal discussion and negotiation. It is important that all communications be kept confidential.

Note: If during the informal investigation, it is determined that the violations committed were intentional and/or part of a behavioral pattern, more formal procedures may be initiated at any time by the Title IX Coordinator and AA/EEO Officer or designee.

Formal Procedure:

For a formal complaint, the following procedure shall be taken.

A. A sexual harassment complaint, in compliance with federal regulations, shall be filed no later than 180 days after the incident occurs.

B. The complaint shall include complainant's name and the name of the accused, a description of the alleged incident(s), location, date, and times, names of witness(es), if available, and the desired resolution by the complainant. The formal complaint must have an electronic or handwritten signature (or other designation that the Complainant is the individual choosing to file a Formal Complaint).

C. The complaint shall be filed with one of the following:
   1. Title IX Coordinator and AA/EEO Officer or designee.
   2. Dean of Students
   3. a "responsible party" of the University
   4. Campus police department
   5. local law enforcement.
   6. Office of Human Resource Management
   7. Confidential Advisors (or campus support services.)

D. Upon notice of a possible complaint, the Title IX Campus Coordinator will provide the Complainant information o reporting options, pursuing criminal charges, health care, counseling, and supportive measures available

Anyone, other than the Title IX Coordinator and AA/EEO Officer, receiving a formal complaint alleging sexual harassment must report the complaint to the Title IX Coordinator and AA/EEO Officer or designee immediately or within 24 hours. The Title IX Coordinator and AA/EEO Officer or designee shall refer to PM 55 and/or PM 73 to initiate Title IX procedures detailed in PM-73. The Complainant shall have the discretion and right to decide whether or when to file a Formal Complaint, as the individual's discretion. The Respondent shall have the right to be presumed not responsible of all allegations until found responsible for the alleged conduct by a hearing panel under this policy.

E. The Title IX Coordinator and AA/EEO Officer or Deputy Coordinator shall inform the Respondent when an investigation commences through written notice. Refer to PM-73 or Notice and Investigation, Formal Resolution/Panel Hearing, and Determinations and Sanctions procedures.

   It is strongly suggested that individuals who have been accused of sexual harassment contact any of the following persons for assistance and advice:

   1. Deans
   2. Supervisor
   3. Appropriate Vice Chancellor
   4. Title IX Coordinator and AA/EEO or Deputy Coordinator

5. Legal counsel
6. Campus police department
7. Office of Human Resources Management

F. During the entire process, confidentiality must be maintained. Thus, dissemination of information relating to the case shall be limited in order that the privacy of all individuals involved is protected as fully as possible.

G. The complainant and any witnesses shall be protected from any intimidation or retaliatory action by those named in the complaint.

APPEALS PROCEDURE

Any party may appeal a Hearing Panel determination. Notice of Appeal must be in writing and shall be forwarded to the Title IX Campus Coordinator within 10 business days of email notification of the Hearing Panel decision. The Notice of Appeal shall contain the following information:

A. Name of the Complainant and Respondent
B. Identify the ground(s) for appeal, and
C. If the appeal is based upon discovery of new information, a description/documentation of the new information and reason it was not discoverable prior to the Hearing Panel.

Upon receipt of the Notice of Appeal, the Title IX Coordinator, within two business days of receipt of the notice of Appeal, shall:

A. Confirm receipt of the Notice of Appeal to the appealing party.
B. Notify any other party of the appeal, and
C. Contact the LSU Title IX Coordinator (if the appeal went to a campus coordinator)

The LSU Title IX Coordinator, or designee, and the LSUE Eunice Title IX Campus Coordinator shall, withing 10 business days of notice, review the Notice of Appeal. If the required elements for the appeal exist, the LSU Title IX Coordinator shall:

A. Appoint reviewer(s) (no more than three)
B. Notify the parties of the identity of reviewer(s), and
C. Provide the parties five business days to challenge the reviewer(s) for conflict of interest or bias

The Title IX Campus Coordinator shall forward the appellate record to the reviewer. The record shall include, but is not limited to:

A. All evidence introduced at the hearing.
B. Any pre-hearing determinations from the Hearing Panel Chair,
C. The written findings of the Hearing Panel, and
D. The recording of transcript of the formal hearing.

Within 10 business days of receipt of the appellate record, the reviewer(s) shall render a written decision including finding and rationale and forward to the LSU Title IX Coordinator. The LSU Title IX Coordinator shall notify the LSU Eunice Title IX Campus Coordinator who shall then notify the parties and Advisors within two business days of receipt of the decision.

Appeal decisions are final. In the event of remand for rehearing, the subsequent Hearing Panel outcome may be appealed in accordance with the provisions herein. Any appeal right exercised under this policy shall complete the process.

Revised summer 2022

Privacy Rights of Parents and Students

POLICY STATEMENT 34
PRIVACY RIGHTS OF PARENTS AND STUDENTS

POLICY DIGEST
Primary Monitoring Unit: University Registrar's Office
Secondary Monitoring Unit: none
Initially Issued: June 4, 2010
Last Revised: July 3, 2020

I. PURPOSE

To inform all concerned of the rights and prerogatives of students under the Family Educational Rights and Privacy Act of 1974 (FERPA) and to outline procedures for those students who wish to inspect, review, amend, or challenge disclosure of their education records.

II. GENERAL POLICY

Louisiana State University at Eunice is committed to adhering to FERPA and ensuring the confidentiality of student education records. Any disclosure of education records will be made only in compliance with FERPA. For specific information regarding compliance with FERPA, see "Privacy and Release of Student Education Records" in Section 7 Campus Regulations of the LSU Eunice Catalog available online at http://catalog.lsue.edu/ and posted on the Office of the University Registrar's website at https://www.lsue.edu/registrar/ferpa.php.

III. PROCEDURES

A. Faculty members are responsible for maintaining the privacy of students' grades for any course or for any activity (project/test/quiz/paper) which is part of a course.

1. This policy is violated if a student's grade is
   a. openly discussed in class;
   b. visible on papers, tests, or projects as they are returned, e.g., passed down the row or left on a desk to be picked up;
   c. publicly posted in a personally identifiable manner; or

d. released over the telephone to anyone other than the student or the parents of a dependent student.

2. Disclosure of a student's grades by a faculty member may be made only in a manner that makes the grades identifiable only to the faculty member and the student.

B. Responsibility for interpretation of the provisions of this policy statement rests with the University Registrar,

the custodian of the student's official education record.

IV. SOURCE

Family Educational Rights and Privacy Act (FERPA):
http://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html

V. APPENDIX

Privacy and Release of Student Education Records: https://www.lsue.edu/registrar/ferpa.php.

Reviewed summer 2022

Grievance Procedure of Faculty

LSU Eunice PS No. 35
Effective: June 4, 2010
Revised: December 3, 2012, September 14, 2015, February 8, 2017
Page 1 of 5

SUBJECT: Grievance Procedure for Faculty

Introduction

It is important that members of the faculty be treated fairly in decisions affecting academic standing and conditions of employment. Faculty members who believe that they have been treated unfairly or denied due process in such a decision have the right to resort to the Grievance Procedure for Faculty.

Faculty who feel they are being discriminated against because of race, color, sex, ethnicity, religion, age, creed, marital status, veteran's status, disability, or sexual orientation also have a right to file a complaint in accordance with the policy statement on Affirmative Action/Equal Employment Opportunity (PS No 29), Equal Opportunity Policy (PM 55), or Title IX Violation (PS 30)or Title IX and Sexual Misconduct Policy (PM 73). In an event where the grievance may be considered a Title IX/AA/EEO violation the grievance shall be referred to the Title IX/AA/EEO officer immediately.

A grievance consists of an allegation by a faculty member1 of unfair treatment in decisions made by a program director, division head, or other academic administrator that adversely affect the grievant's academic standing or conditions of employment. Grievances may result from, but are not limited to, decisions affecting tenure, promotion, salary adjustments, and teaching responsibilities.

The Grievance Procedure for Faculty is designed to ensure the observance of due process in academic personnel matters. Due process is a clear, orderly, fair system of procedures designed to produce the best possible judgments. While the judgment of colleagues within the department and of administrators (including division heads) regarding the quality of professional performance may not normally be the subject of grievance, a grievance may allege that a decision was not made in accordance with the letter and intent of established and accepted procedures and criteria. A faculty member may contend, for instance, that an adverse decision was not made on the basis of accepted criteria, either at the department or higher level; or a faculty member may contend that criteria have been applied in a way different from the application to others in a similar situation.

The Grievance Procedure for Faculty is a serious matter. It is the responsibility of all parties to resolve complaints on personnel actions quickly and at the lowest possible level. The faculty member who contends that treatment has been unfair in personnel actions is obliged to confer informally with the person responsible for making the adverse decision before filing a formal grievance. A grievant has the right of self-representation at any step in the Faculty Grievance Procedure, and at any formal step may choose to be accompanied by an advisor, legal or personal.

Summary of the Faculty Grievance Procedure

The Grievance Procedure for Faculty consists of three steps: informal consultation, the formal Grievance Procedure for Faculty, and appeal. The process may be terminated at any stage by mutual agreement of the parties involved, or by the grievant's decision not to pursue the matter to the next stage.

A grievant who at any stage in the Grievance Procedure for Faculty fails to file a request for action by the specified deadline has lost the opportunity to proceed, unless an extension of time has been granted. Similarly, a grievant who does not receive a response by the specified deadline may proceed immediately to the next stage, unless the administrator has been granted an extension of time.

Beginning with the faculty member's "written request for a written explanation" (as specified in the second paragraph under Informal Consultation), either party to the grievance may present a written request to the Faculty Grievance Committee for an extension of time (for an additional ten (10) days because of documented hardship such as personal illness, family emergency, or official absence from campus. The Faculty Grievance Committee should promptly respond in writing to the request for an extension of time. In the absence of a written response from the Faculty Grievance Committee, it is to be assumed that the original deadlines apply.

For all time limits, "day" means a day when classes or examinations are scheduled and held in accordance with the official academic calendar of the University, excluding Saturdays and Sundays. Moreover, if the document specifies that a party must act within ten (10) days of receiving a response, the day on which the response is received is not to be counted as one of the ten (10) days.

Informal Consultation

At a minimum this stage requires that the faculty member present concerns to the appropriate administrator within 90 days of the date the faculty member was informed (or can reasonably be expected to have known) of the event which occasioned the grievance. In return, the administrator should explain the reasons for the decision and the criteria employed. Both parties should treat these discussions as an opportunity to settle the matter.

If, after informal discussion, the faculty member continues to believe that the treatment has been unfair and wishes to pursue the matter, the faculty member should file with the administrator a written request for a written explanation of the adverse decision. The request must include the faculty member's specific questions and concerns that constitute the basis for the complaint. A copy of this request shall also be sent to the next level in the chain of authority. The request must be made within 60 days from the date of the informal consultation**.** The right to request an explanation within 60 days of a decision, and to pursue the Grievance Procedure for Faculty to its conclusion, is assured to the grievant even if no longer an employee of the University. The administrator must respond to this request in writing within ten (10) days, stating the reasons for making the contested decision and explaining the procedures, standards, and criteria used in arriving at the decision. A copy of the administrator's response shall be forwarded to the next level in the chain of authority.

If no response is received after ten (10) days or if after receiving this response, the faculty member feels that an unfair judgment has been rendered or that due process has been denied, or if the faculty member is not satisfied with the response, the faculty member may within ten (10) days bring the grievance to the Vice Chancellor for Academic Affairs. The Vice Chancellor for Academic Affairs will have ten (10) days to arrive at a resolution to the faculty member's concern. The Vice Chancellor's recommendations should be communicated in writing to the person filing the grievance and the person against whom the grievance is filed.

If no response is received after ten (10) days or if, after receiving this response, the faculty member still feels that an unfair judgment has been rendered or that due process has been denied, the faculty member may file, within ten (10) days, a formal grievance with the LSU Eunice Faculty Grievance Committee.

The Faculty Grievance Committee

The LSU Eunice Faculty Grievance Committee will consist of one tenured faculty member (whose duties are not primarily administrative) from each academic division and the library, elected at the beginning of the fall semester. Each academic unit shall also elect an alternate to serve in the event that a committee member is involved in a grievance or is unable to fulfill his/her obligations. In the event that an academic unit contains only one tenured non- administrative faculty member, the Executive Committee of the Faculty Senate, in consultation with the faculty of the unit, will appoint an alternate from another academic unit. No person with a pending grievance can participate in the election of members of the Faculty Grievance Committee, nor be elected or appointed to serve on the committee.

The Faculty Grievance Committee will elect a chair from among its own members. In the event that the committee is hearing a case involving a faculty member from the same academic unit as the committee chair, the committee will select another chair to serve for the duration of the case.

The Formal Grievance Procedure for Faculty

To begin the formal grievance procedure, a petition must be filed with the LSU Eunice Grievance Committee. The petition will set forth in detail the nature of the grievance and will state against whom the grievance is directed. It will contain any factual or other data which the petitioner deems pertinent to the case. Statistical evidence of improper discrimination, including discrimination in salary, may be used in establishing a *prima facie* case.

Copies of all documents of the formal grievance procedure (beginning with the formal grievance) shall be delivered to the Chancellor's Office. This will include the grievant's petition as well as the initial request for explanation and the written responses received from the administrator against whom the grievance is filed and the Vice Chancellor for Academic Affairs. The grievant will be responsible for making copies of the documents for the Grievance Committee and the administrator against whom the grievance is filed; the Chancellor's Office will notify them of the documents' availability. The Chancellor's Office shall also keep a log of the dates of receipt and delivery of these documents.

If the grievant desires to send copies of the documentation directly to the Grievance Committee, in addition to depositing them at the Chancellor's Office, then the documents must be sent by mail. Neither party to a grievance should have any communication regarding the grievance with members of the Grievance Committee except at the committee's request. This prohibition also applies to advisors of the person filing the grievance and to administrative superiors of the person against whom the grievance was filed. When the Grievance Committee receives documents from either party to the grievance, it shall immediately notify the other party and, unless legally prohibited, make copies of the documents available to all parties.

Submission of a petition will not automatically entail investigation or detailed consideration thereof. The Grievance Committee, at its discretion, may invite either or both parties to present additional material, either personally or in writing. The committee may also request legal opinions from LSU attorneys through the appropriate institutional officer.

It is the duty of the committee to determine, within ten (10) days, whether the grievant has been denied due process or treated unfairly and to make recommendations to the Chancellor. If, however, the committee needs additional time for its investigation, it may take an additional ten (10) days by notifying both parties in writing. Copies of the committee's recommendations shall be sent to the grievant and the administrator against whom the grievance was filed.
If the committee takes no action within the specified or extended time, the petition will automatically go forward to the Chancellor without recommendation. Once the Chancellor receives the recommendation of the committee (or the original petition without recommendation), he must respond to the grievant within ten (10) days. For most substantive issues, the Chancellor shall be the final arbiter in the faculty grievance procedure. If the grievant is not satisfied with the Chancellor's response, or if the Chancellor fails to respond within ten (10) days, the grievant may appeal to the President of LSU, through the provost. The appeal should clearly identify the basis for the appeal and any errors or omissions that may have occurred.

Reviewed summer 2022

Substance Abuse and Drug-Free Campus Policy

LSU Eunice PS No. 41
Effective: June 8, 1998
Revised: April 12, 2017
Page 1 of 4

SUBJECT: Substance Abuse and Drug-Free Campus Policy

**The following is written in accordance with the U.S. Department of Education and State of Louisiana Employee Substance Abuse and Drug-Free Workplace Policies. These policies conform with the U.S. Drug Free Schools and Campuses Act of 1989 and 1990.

It shall be the policy of Louisiana State University at Eunice to maintain a drug-free campus environment. Both the workforce and students shall remain drug-free and free of other substance abuse. Thus:

A. Employees (administrators, faculty, staff, and student employees) are prohibited from reporting to work or performing work for the State while under the influence of or while impaired by illegal drugs or alcohol.

B. The illegal use, possession, dispensation, distribution, manufacture, or sale of controlled substances and alcohol by employees while at the work site, and while engaged in official business, on duty, or on call for duty is prohibited.

C. The illegal use, possession, dispensation, manufacture or sale of controlled substances and alcohol abuse by students while on campus is prohibited.

D. Employees who exhibit such conduct as described in A and B, and students who exhibit such conduct as described in C, and who are convicted of violating the University's Substance and Drug Abuse Policy will be subject to the following within thirty (30) days after conviction:

1) employees - appropriate personnel disciplinary action up to and including termination of employment or mandatory participation in a rehabilitation program approved for such purposes by a Federal, State, or local health or law enforcement agency or other appropriate agency.
2) students - disciplinary action including suspension or expulsion from the University as specified by the LSU Eunice Code of Student Conduct.
3) employees and students - referral to civil authorities as appropriate for violation of local, state, or federal regulations.

1) All employees and students will be given a copy of the University's Substance Abuse and Drug-Free Campus Policy on an annual basis. As a condition of employment for administrators, faculty, staff, and student employees, and as a condition of enrollment for all students, the attached document must be signed which attests that they will: abide by the terms of the University's Substance Abuse and Drug-Free Campus
Policy.

2) notify the Office of the Chancellor (employees) or Office of Student Affairs(students) in writing of any criminal drug statute conviction for a violation occurring in the workplace no later than five (5) days after such conviction.

Signed employee certification sheets will be filed in the Office of Personnel Records. Student certification sheets will be filed in the Office of Student Affairs.

E. The University will report any such criminal drug statute convictions of employees, including student employees, where employment is funded through a federal grant or contract to the agency or agencies from which that grant or contract is received within ten (10) days after receiving notice from the employee or student or otherwise receiving actual notice of such conviction.

F. The University will assist those employees and students seeking rehabilitation by providing names, addresses, and telephone numbers of substance abuse facilities.

G. The University will present an alcohol and drug awareness program(s) to inform employees and students of the following:

1) the dangers of substance and alcohol abuse in the workplace.
2) the University's policy of maintaining a drug-free workplace.
3) any available drug and alcohol abuse counseling, rehabilitation, and employee assistance programs.
4) the penalties that may be imposed upon employees for drug or alcohol abuse violations occurring in the workplace; and
5) the penalties that may be imposed upon students receiving financial assistance for drug or alcohol abuse occurring within the classroom or elsewhere on the campus.

The Office of Student Affairs will coordinate implementation of this policy.

Reviewed summer 2022

LSU EUNICE
SUBSTANCE ABUSE AND DRUG-FREE CAMPUS POLICY

STUDENT CERTIFICATION SHEET

I hereby certify that I have received a copy of the Louisiana State University at Eunice Student Substance Abuse and Drug-Free Campus Policy. I realize that the illegal use, possession, dispensation, distribution, manufacture or sale of controlled substances and alcohol is prohibited when I am in classes, or at any other time on campus. I understand that violation of this policy may result in disciplinary action up to and including suspension or expulsion from the University as specified by the LSUE Code of Conduct. I acknowledge my responsibility to notify the Office of Student Affairs within five (5) days if I am convicted of violating any criminal drug statute on the campus. I further realize that the University may be required by law to give notice of such conviction to federal agencies from which it receives grants or contracts, and I hereby waive any and all claims that may arise from the conveying of this information to any such federal agency.

Signature _____

Date _____

LSU EUNICE
SUBSTANCE ABUSE AND DRUG-FREE CAMPUS POLICY

EMPLOYEE CERTIFICATION SHEET

I hereby certify that I have received a copy of the Louisiana State University at Eunice Employee Substance and Drug-Free Campus Policy. I realize that the illegal use, possession, dispensation, distribution, manufacture or sale of controlled substances and alcohol is prohibited when I am on official state business, whether on duty or on call for duty, on or off the work site. I understand that violation of this policy may result in disciplinary action up to and including termination. I acknowledge my responsibility to notify the Office of the Chancellor within five (5) days if I am convicted of violating any criminal drug statute on the campus, while on official business, or while on call for duty. I further realize that if an employee funded through a federal grant or contract is convicted, the University is required by law to give notice of such conviction to that federal agency and hereby waive any and all claims that may arise from the conveying of this information to such federal agency.

Signature _____

Date _____

Services for Persons with Disabilities

LSU Eunice PS No. 44
Effective: June 9, 2003
Revised: April 12, 2017
Page 1 of 2

SUBJECT: Services for Persons with Disabilities

A person with a disability is an individual "who has a physical or mental impairment which substantially limits one or more major life activities, has a record of such an impairment, or is regarded as having such an impairment." Major life activities and major bodily functions such as "caring for oneself, performing manual tasks, walking, seeing, hearing, speaking, breathing, or learning. Impairments include alcoholism, blindness/visual impairment, cancer, cerebral palsy, deafness/hearing impairment, diabetes, drug addiction, epilepsy, heart disease, mental illness, mental retardation, multiple sclerosis, muscular dystrophy, orthopedic or speech problems, or perceptual handicaps, such as dyslexia or developmental aphasia."

In order to fully serve the various needs of students with disabilities, the following provisions are in effect on the campus:

1. No qualified student may be excluded from any course or any course of study solely on the basis of disability.

2. Degree or course requirements, if determined to be restrictive, will be adapted to meet the needs of qualified students with disabilities. For post-secondary education purposes, qualified students with disabilities are defined as those "who meet the academic and technical standards requisite to admission or participation in the recipient's education program or activity."

3. Prohibitive rules, such as those banning tape recorders from classrooms, are waived for qualified students.

4. Auxiliary aids must be permitted in the classroom when they are required to ensure full participation of qualified students with disabilities.

5. Alternative testing and evaluation for measuring achievement will be provided for students with impaired sensory, manual, or speaking skills (except where those specific skills are being measured).

6. Classes will be relocated to the first floor, if possible, to permit access for students with mobility impairments if such access cannot be reasonably achieved otherwise.

7. Reasonable efforts will be made to adapt special equipment or devices used in the classroom (and, in some cases, teaching techniques that rely upon the sight, hearing, or mobility of students) to individual needs and to assist qualified students in pursuing resources provided by Vocational Rehabilitation or other organizations.

8. Students with disabilities should not be counseled to consider more restrictive careers than careers recommended for non-disabled students unless such counsel is based on strict licensing or certification requirements in a profession and is provided by a licensed counselor.

9. Individuals with disabilities may refuse special accommodated services by filing a form with the Disability Service Coordinator explaining the revocation of services.

10. Persons with disabilities who feel they have been treated unfairly with relation to their disability may file an appeal or grievance under the appropriate policy statement.

In order to fully serve the needs of all members of the campus community (students, faculty, staff, and visitors), service animals will be permitted to accompany visually impaired, physically- impaired, and individuals prone to allergic reactions and seizures in campus buildings. All other animals (excluding those used for university teaching/research) are prohibited in campus buildings.

The Vice Chancellor for Academic Affairs is charged with the overall administrative responsibility for coordinating the delivery of these services and publishing institutional policies regarding them.

Determining criteria and accommodative testing and procedures for students with disabilities begins with the Coordinator for Disability Services. Additional assistance is provided by the Office of Student Affairs and the Office of Academic Affairs. It is the responsibility of the student to self-disclose by informing one of the above offices of any handicapping condition which requires accommodation or consideration under this policy.

These regulations are intended to also apply to the Americans with Disabilities Act.

This policy shall be published in the Academic Catalog, Employee Handbook, and in other appropriate institutional publications.

This policy is based on the Americans with Disabilities Act of 1990, ADA Amendments Act of 2008 and Section 504 of the Rehabilitation Act of 1973.

Per LSU Eunice Policy Statement 44: Services for Persons with Disabilities, LSU Eunice shall provide reasonable accommodations for students with disabilities and qualifying diagnosed conditions in accordance

with federal and state laws. The Office of Disability Services (ODS) works to offer individualized services to ensure that all students have equal access to learn and succeed at LSU Eunice. Any student who feels that they may need an accommodation based on the impact of a learning, psychiatric, physical, or chronic health diagnosis should contact ODS to determine if accommodations are warranted. Students experiencing temporary disabilities are also eligible to obtain accommodations. To register for accommodations, contact the Office of Disability Services, at ods@lsue.edu, Library Room 105, 550-1206, www.lsue.edu/ods.

Reviewed summer 2022

Racial, Ethic, and Cultural Awareness

LSU Eunice PS No. 45
Effective: May 27, 2009
Revised: December 3, 2012, May 30, 2013, March 12, 2014, September 18, 2015
Page 1 of 1

SUBJECT: Diversity

The faculty, staff, and students of Louisiana State University Eunice comprise various ethnic, racial, religious, gender, and cultural groups. Diversity shall be recognized, appreciated, and respected by all members of the campus community. This institution intends to demonstrate that racial, ethnic, religious, gender, and cultural awareness is important to its educational mission.

In addition, the following programs and procedures are hereby established:

1. Campus policies dealing with the disabled (PS No 44), affirmative action (PS No 29), and sexual harassment (PS No 30) are published in the *Employee Handbook*, the *Student Handbook*, and referenced in other campus publications.

2. Such policies are evaluated annually by the AA/EO Committee to ensure their adequacy.

3. Each fall semester, information pertaining to LSU Eunice's commitment to recognize, appreciate, and respect diversity across the spectrum will be presented at the faculty/staff workshop.

4. At student orientations, attendees will be provided information pertaining to LSU Eunice's commitment to recognize, appreciate, and respect diversity across the spectrum.

5. The Faculty and Staff Senates and recognized student organizations will serve as the primary communication channels on the campus to ensure that respect for pluralism in the campus community is recognized. The Faculty and Staff Senates and recognized student organizations will be expected to develop recommendations regarding such matters.

6. Faculty will be encouraged to emphasize how respect for, and awareness of a pluralistic society is related to the content of virtually all courses taught.

7. The use of any derogatory term or the commission of any act which intentionally harasses any individual because of that person's race, gender, ethnic background, religion, physical condition, sexual orientation, or other uniqueness will not be tolerated. Any such use or commission will be considered serious and dealt with in accordance with existing policies.

Reviewed summer 2022

Employee Assistance Program

LSU Eunice PS No. 56
Effective: May 26, 2007, July 1, 2017
Page 1 of 2

SUBJECT: Employee Assistance Program

PURPOSE

The LSU Eunice Employee Assistance Program provides employees and their families with opportunities to obtain assistance for a variety of personal problems that may affect their continued functioning as productive members of the University community and society. The program is designed to identify a problem at the earliest possible stage, motivate the employee or family member to seek help, and offer directions to the appropriate assistance.

The LSU Eunice Employee Assistance Program will educate employees through informational pamphlets, brochures, and workshops. LSU Eunice will provide training opportunities for supervisors which will promote awareness and ability to recognize the symptoms of various problems and concerns that may affect employees of the University.

Issues addressed by this program may be psychological, psychiatric, or substance-abuse in nature and can include, but are not limited to: alcohol and drug problems, legal issues, bereavement, anxiety disorders, depression and mood changes, family conflicts, job crisis, eating disorders, adolescent behavioral problems, marital problems, stress at home and work, threatening and destructive behaviors, and financial debt counseling.

EMPLOYEE ASSISTANCE RESOURCE CENTER

The LeDoux Library maintains an Employee Assistance Resource Shelf on the second floor. Informational pamphlets, brochures, and books are available on a variety of topics including substance abuse, parenting, legal difficulties, financial debt management, eating disorders, stress management, and grief issues.

GENERAL POLICY

The University encourages all members of the university community to live in a responsible and healthy manner.

When personal problems of employees affect job performance, LSU Eunice has reason to be legitimately concerned. The University stands ready to provide support and assistance for those who experience problems that they cannot resolve without the help of professionals.

Behavioral problems requiring assistance include alcohol abuse, drug abuse, marital or family distress, mental illness, emotional, financial, or legal problems. If an employee does not seek help independently for a behavioral problem, it will be the responsibility of the supervisor to refer the employee to treatment to ensure that the employee will have the benefit of diagnosis and treatment. It is the employee's responsibility to cooperate in the designated treatment or rehabilitation plan. After a reasonable opportunity for progress, discipline, up to and including job dismissal, may occur unless there is noticeable improvement in job performance. If the employee refuses diagnosis and treatment, it will result in immediate termination. Guidance and assistance regarding procedures is offered through the Office of Human Resources.

OPERATING PROCEDURES

By arrangement with The Counseling Center of South Louisiana TCC located in Eunice, the University offers services to its employees and their families. There is no cost for the first three sessions conducted by TCC. Any subsequent costs are the responsibility of the employee. If further treatment or assistance is necessary after the initial referral, TCC will provide options for the employee to consider regarding alternatives and costs. Some costs may qualify for coverage under your health insurance benefits.

Referrals into the EAP Program may be initialized on a voluntary basis by the employee or the family by making contact with the EAP representative at TCC. Other referrals may either be suggested or mandated by the employee's supervisor by the same procedure. Before referring the employee to TCC, the supervisor should confer with his/her immediate supervisor, then meet with the employee. The administrator should conclude with a strong recommendation that the employee use the services of the EAP on a confidential basis. The employee should be informed that failure to improve job performance will result in other stern disciplinary action, up to and including termination. The employee should also be informed that a letter covering the significant points of the meeting will be forthcoming. The supervisor may offer to make the appointment with TCC for the employee or may directly contact TCC and inform the agency that a referral has been made. The supervisor may follow up by asking TCC if the appointment was kept, and if so, the progress made by the employee.

As for any illness, sick leave will be granted for the purpose of treatment or rehabilitation. Any expenses incurred in seeking assistance (after the three initial/referral sessions) will be the responsibility of the employee. Leave used to accomplish recovery may be subject to the regulations of the Family and Medical Leave Act of 1993.

PARTICIPATION

An employee or family member may participate in the Employee Assistance Program on his or her own initiative with full assurance of confidentiality by telephoning The Counseling Center of South Louisiana at 337-457-3000. Any employee mandatorily referred to treatment will be asked to sign a confidentiality release to allow TCC to report back to LSU Eunice the employee's progress and participation in the program.

Reviewed summer 2022

Violence-Free Workplace

LSU Eunice PS No. 67
Effective: May 19, 2005 Revised: September 14, 2015, April 12, 2017
Page 1 of 12

SUBJECT: Violence Free Workplace Policy

VIOLENCE FREE WORKPLACE

Introduction

Employees are the State's most valuable resource, and their safety and security are essential to carrying out their responsibilities. Every employee has a reasonable expectation to perform his/her assigned duties in an atmosphere free of threats and assaults.

Recognizing the increasing incidence of violence in the workplace, the Governor of the State of Louisiana has issued Executive Order MJF 97-15 effective March 5, 1997, committing the Governor and the State of Louisiana to work toward a violence free workplace for state employees.

Purpose

An employee expects to perform his/her assigned duties in an atmosphere completely free of threats and assaults. It is the purpose of this policy to ensure the highest standard of safety for all faculty, staff, students and visitors on this campus. The University will take all reasonably available steps to protect all such persons from all potential violence.

Definitions

Assault is an attempt to commit a battery or the intentional placing of another in reasonable apprehension of receiving a battery. (Example: I may have a stick raised and know that I have no intention of striking you, but, based on the circumstances, you have a reasonable apprehension that I plan to strike you.)

Battery is the intentional use of force or violence upon another or the intentional administration of a poison or other noxious liquid or substance to another.

Credible Threat is a statement (verbal or written) or action that would cause a reasonable person to fear for the safety of him/herself or that of another person and does, in fact, cause such fear.

Prohibited Items are firearms and other dangerous weapons as described in PS No 66, the University's Policy Statement on the Possession Of Firearms and Other Dangerous Weapons By LSU Eunice Employees Within Its Facilities and Premises.

Intentional refers to conduct in which the circumstances indicate that the offender, in the ordinary course of human experience, must have considered the criminal consequences as reasonably certain to result from his act or failure to act.
Violence is the commission of an assault or battery or the making of a credible threat. **LSU Eunice PS No. 67**

Workplace is any site where an employee is placed for the purpose of completing job assignments.

Workplace Violence is violence that takes place in the workplace.

Employees – This policy applies to all LSU Eunice employees

If at any time it becomes apparent that the incident may involve a Title IX violation which includes sexual violence or misconduct, harassment, discrimination, domestic violence, stalking or retaliation, the Title IX Coordinator shall be notified immediately.

Management Responsibilities

LSU Eunice shall comply with federal and state statutes, rules, regulations and/or guidelines in making reasonable efforts to:

1. hire, train, supervise and discipline employees.

2. intervene in situations of harassment in the workplace where the employer is aware of the harassment.

3. ensure employees and/or independent contractors are fit for duty, and do not pose unnecessary risks to others; thus, striving to create a workplace environment that is safe from all forms of violence, including domestic violence, and which supports victims of domestic violence to understand and access services, information, and protections available to them.

4. provide security precautions and other measures to minimize the risk of foreseeable criminal intrusion based upon prior experience or location in a dangerous area.

5. maintain an adequate level of security.

6. establish and implement a written policy and plan dealing with violence in the workplace.

7. provide employee training on the University's plan, warning signs of potential of violent behavior, and precautions which may enhance the personal safety of the employee at work.

8. the supervising Vice Chancellor will warn an employee of a credible threat made by another to do harm to that employee.

9. support the application of sanctions and/or prosecution of offenders, as appropriate.

10. accommodate, after appropriate evaluation, employees who require special assistance following incident(s) of workplace violence.

11. cooperate with law enforcement agencies.

12. establish a uniform violence-reporting system with regular review of submitted reports.

13. initiate procedures to protect employees, who report credible threats, from retaliation; and

14. keep up-to-date records in order to evaluate the effectiveness of administrative and work-practice changes initiated to prevent workplace violence.

Management Commitment

At LSU Eunice, management commitment, including the endorsement and visible involvement of top levels of administration, provides the motivation and resources to deal effectively with workplace violence and includes:

1. organizational concern for the employee's emotional and physical safety and health.

2. commitment to the safety and security of all persons at the workplace.

3. assigned responsibility for the various aspects of the workplace violence prevention program to ensure that all supervisors and employees understand their roles and responsibilities.

4. allocation of authority and resources to all responsible parties.

5. accountability for involved supervisors and employees.

6. referral of employees who have experienced or witnessed assaults and other violent incidents for debriefing/counseling to an appropriate off-campus agency; and,

7. serious treatment of workplace violence, incidents, complaints and concerns, keeping confidential all reports and identification of parties, except to those who have a legitimate need to know and to the extent required by law.

Employee Responsibilities

At LSU Eunice, employees are to contact their supervising Vice Chancellor, the LSU Police/LSUE Security Office at 337-550-1225, or 911 for life-threatening emergencies for all threats or incidents of violent behavior in the workplace which they observe or of which they are informed. Please refer to Exhibit II, "Violent Employee - Symptom Recognition," in identifying potentially violent individuals. Examples of inappropriate behavior which shall be reported include:

1. an employee or visitor who may be in possession of a firearm or other dangerous weapon in the workplace as described in PS No 66.

2. intimidation through verbal threats.

3. physically touching another employee in an intimidating, malicious, or sexually harassing manner, including such acts as hitting, slapping, poking, kicking, pinching, grabbing, and pushing; and

4. physically intimidating others including such acts as obscene gestures, "getting in your face," fist-shaking, and throwing any object.

Employees' involvement and feedback enable faculty and staff to develop and express their own commitment to safety and security and provide useful information to design, implement, and evaluate the program. At LSU Eunice, employee involvement includes, but is not limited to:

1. understanding and complying with the workplace violence prevention program and other safety and security measures.

2. participating in employee complaint or suggestion procedures covering safety and security concerns.

3. providing prompt and accurate reporting of violent incidents.

4. cooperating with LSU Police/LSUE Security Office and the supervising Vice Chancellor who reviews violent incidents and security problems and makes security inspections; and,

5. participating in continuing education covering techniques to recognize and abate escalating agitation, assaultive behavior or criminal intent.

Incident Response and Evaluation

Assistance for victimized employees and employees who may be affected by witnessing a workplace-violence incident will be provided. Whenever an incident takes place, injured employees will receive appropriate medical treatment and psychological evaluation, as necessary, in accordance with existing policies.
An employee who has been threatened or assaulted by another at the workplace will immediately report the situation to his/her supervisor. The supervisor to whom the incident is reported will immediately notify the supervising Vice Chancellor and/or LSU Police/LSUE Security Office. In an emergency situation, reporting shall be made immediately to LSU Police/LSUE Security Office at 337-550-1225 or 911 for life-threatening emergencies. Employees are required to report to their immediate supervisor or to a member of the Violence-Free Workplace Team all threats or incidents of violent behavior in the workplace which they observe or of which they are informed.

Actions taken by LSU Eunice personnel will be coordinated with local law enforcement as appropriate.
The following actions should be taken in accordance with the severity of the incident:

The situation is **not dangerous**:

1. separate employees and witnesses involved and isolate them until they are interviewed, and their statements are taken; and

2. security should document all actions and statements using Exhibit I Violence Incident Statement (see attached).

The situation is **dangerous**:

1. contact LSU Police/LSUE Security Office at 337-550-1225, 337-580-0720, and/or 911 if a life-threatening emergency exists.

2. do not attempt to physically remove an individual (leave it to the police); and,

3. campus security shall document their involvement in the situation.

Please refer to Exhibit III, "Personal Conduct to Minimize Violence," for suggestions on how to defuse potentially violent situations.

All Phone Threats—Bomb, Bioterrorist, etc.

See “LSU Eunice Phone Threat Checklist” (Exhibit IV). PS No 72 should also be used.

Records

Records associated with violence in the workplace need to be kept in a permanent, secure location and in a confidential manner. The Chancellor will evaluate security and methods of hazard control. The following

records are important and shall be maintained by the Vice Chancellor of Business Affairs, in accordance with pertinent statutes as part of the violence prevention program and record-keeping regarding Title IX requirements:

1. reports of work injury, including worker's compensation injuries, if necessary.

2. report for each reported assault, incidents of abuse, verbal attack, or aggressive behavior occurring between persons in the workplace.

3. police reports of incidents occurring in the workplace.

4. minutes of safety meetings, records of hazards' analysis, and corrective actions recommended.

5. reports on violence in the workplace training, including subjects covered, attendees, and qualifications of trainers; and,

6. other appropriate reports.

Communication

The University recognizes that in order to maintain a safe, healthy and secure workplace, there must be open communication on these issues among employees, including all levels of supervision. The open communication process includes, but is not limited to

1. periodic review of this policy with all employees.

2. discussions of violence in the workplace during scheduled safety meetings.

3. posting or distributing information on violence in the workplace; and,

4. procedures to inform supervisors about violence in the workplace, hazards, or threats of violence

Training and Education

At LSU Eunice, all employees, including all levels of supervision, shall have training and instruction on general, job-specific, and work site-specific safety and security practices. Training and instruction shall be provided within one year of policy implementation and regularly, thereafter. Training shall begin with orientation of new employees within two months of employment and regularly, thereafter. At LSU Eunice, workplace-violence training shall be the responsibility of the LSU Police/LSUE Security Office. General violence-in-the-workplace training and instruction address, but are not limited to, the following areas:

1. explanation of the violence in the workplace policy as established by LSU Eunice.

2. measures for reporting any violent acts or threats of violence; recognition of hazards including associated risk factors.

3. measures to prevent workplace violence, including procedures for reporting workplace hazards or threats to appropriate supervision.

4. ways to defuse hostile or threatening situations.

5. measures to summon others for assistance.

6. routes of escape available to employees.

7. procedures for notification of law enforcement authorities when a criminal act may have occurred.

8. procedures for obtaining emergency medical care in the event of a violent act upon an employee; and,

9. information on securing post-event trauma counseling for those employees desiring or needing such assistance.

The Chancellor is responsible for the review and administration of this policy.

SOURCE: Executive Order MJF 97-15; LSU A&M PS No. 102.

Reviewed summer 2022

EXHIBIT I

VIOLENCE INCIDENCE STATEMENT

VIOLENCE INCIDENCE STATEMENT					
Date of Incident		**Place of Incident**			
Time Incident Began			**Time Incident Ended**		
Name of Person Making Statement				**Phone**	
Title			**Work Location**		
Detail description of incident. Answer the questions WHO, WHAT, WHEN, WHERE, HOW, AND WHY. (continue on plain paper attached sheets, if necessary)					
Report Completed By:				**Date**	

EXHIBIT II VIOLENT EMPLOYEE - SYMPTOM RECOGNITION

Inappropriate behavior is often a warning sign of potential hostility or violence. When left unchecked it can escalate to higher levels. Employees who exhibit the following behaviors should be reported and may be subject to disciplinary action, up to and including termination:

1. Unwelcome name-calling, obscene language and abusive behavior.
2. Threats of verbal abuse directed at co-workers and supervisors.
3. Throwing objects in the workplace regardless of the size or type of object being thrown or whether a person is the target of a thrown object.
4. Physically touching another employee in an intimidating, malicious or sexually harassing manner; that includes such acts as hitting, slapping, poking, kicking, pinching, grabbing and pushing.
5. Physically intimidating others, including such acts as obscene gestures, "getting in your face" and fist-shaking.
6. Unexplained increase in absenteeism.
7. Depression or withdrawal.
8. Explosive outbursts of anger or rage without provocation.
9. Repeated comments that indicate suicidal tendencies.
10. Noticeably unstable emotional responses.
11. Behavior which is suspect of paranoia.
12. Preoccupation with previous incidents of violence.
13. Resistance and overreaction to changes in procedures; and,
14. Repeated violations of university policies.

EXHIBIT III PERSONAL CONDUCT TO MINIMIZE VIOLENCE

Follow these suggestions in your daily interactions with people to defuse potentially violent situations. If at any time a person's behavior starts to escalate beyond your comfort zone, withdraw from the situation.

Do

1. Project calmness: move and speak slowly, quietly and confidently.
2. Be a good listener: encourage the person to talk and listen patiently.
3. Focus your attention on the other person in order to demonstrate your interest in what he/she has to say.
4. Maintain a relaxed yet attentive posture. Position yourself at an angle rather than directly in front of the other person.
5. Acknowledge the person's feelings by gestures such as nodding your head.
6. Ask the person to move to a less public, quiet area, if appropriate.
7. Establish ground rules if unreasonable behavior persists. Calmly describe the consequences of any violent behavior.
8. Use delaying tactics which will give the person time to calm down. For example, offer a drink of water in a disposable cup.
9. Be reassuring and point out choices. Identify and deal with specific issues.
10. Accept criticism in a professional manner.
11. Ask for recommendations. Repeat to the person what you believe they are requesting of you.
12. Position yourself so that a visitor cannot block your access to an exit.

Do Not

Use styles of communication which generate hostility such as apathy, brush off, coldness, condescension, going strictly by the rules or giving the run-around.

1. Reject all demands from the start.

2. Pose in challenging stances such as standing directly opposite someone, hands on hips or crossing arms. Avoid physical contact, finger pointing or long periods of fixed eye contact.

3. Make sudden movements which can be seen as threatening. (Be sure to notice the tone, volume and rate of your speech.)

4. Challenge, threaten or dare the individual. Belittle the person or make them feel foolish.
5. Criticize or act impatiently toward the agitated individual.

6. Attempt to bargain with a threatening individual.

7. Try to make the situation seem less serious than it is.

8. Make false statements or promises you cannot keep.

9. Take sides or agree with distortions.

10. Invade the individual's personal space. (Make sure there is a space of 3 to 6 feet between you and the person.)

Reviewed summer 2022

EXHIBIT IV LSU Eunice Phone Threat Checklist

Remain calm. Listen; do not interrupt the caller. Respond in a matter-of-fact manner, asking the caller to repeat what she/he has said to you. Gather as much information as possible. Remember all details of the conversation. Alert campus officials immediately after the caller hangs up. Inform the caller that the bomb or bio-threat (see below) could cause injury or death, such as, "Do you know that what you are doing could cause injury or death?"

Record telephone number of caller _____

Note exact time of call _____

Ask the caller
Where is the threatening item located? _____

If it is a bio-terrorist threat:

- What is the substance? _____
- What does it look like? _____

If it is a bomb:

- When will it explode?
  _____
- What does it look like? _____
- What kind of bomb is it? _____

How do you know so much about this bomb? _____

How do you know so much about this building? _____

What group do you represent? _____

Where are you now? _____

What is your name? _____

Try to identify the following

Sex: _____ Age: _____ Nationality/Foreign accent:_____

Voice characteristics: _____

Background noises: _____

Other innuendoes as to location of the bomb or bio-threat:
_____

Exact words of caller: _____
_____
_____

- Immediately report the incident to the LSU Police/LSUE Security Office (337-550-1225 or 337-580-0720), Office of the Chancellor (ext. 203), a Vice Chancellor (ext. 301, 288, or 218), or the Director of the Physical Plant (ext. 291). **Do not share this information with anyone else**; your supervisor will contact the proper authorities.

- If a suspicious object is found, DO NOT TOUCH IT, and clear the area.

- Keep a "running log" of events as they occur.

Emergency Response Plan

LSU Eunice PS No. 72
Effective: June 18, 2008, July 1, 2017
Page 1 of 5

Subject: EMERGENCY RESPONSE PLAN

PURPOSE

To establish policy and procedures regarding university response to natural and manmade disasters and other emergencies, herein referred to as emergencies.

GENERAL POLICY

1. University emergency responses shall in all cases place primary emphasis on the protection of human life and all reasonable efforts shall be made to protect and preserve University property.

2. Recognizing the different kinds of emergency events that could possibly occur and that such events could occur with no prior warning or several days of prior warning, it is the intent of this policy to provide flexibility in determining and implementing emergency responses that are both effective and appropriate.

3. Emergency response decision-making shall be in accordance with the University chain of command by which the Chancellor or most senior administrative officer available shall assume command, gather information, and issue such instructions as are appropriate to protect lives and property.

4. For emergencies requiring immediate response that occur during the absence or unavailability of the Chancellor or senior administrative officers, emergency response shall be made by the proximate University representative capable of taking necessary action.

5. Vice Chancellors and other administrative officers reporting directly to the Chancellor are responsible for communicating to and implementing emergency responses for their administrative area.

6. Designated elements within the Office of Enrollment Management and Physical Plant shall serve as the primary operating units for general emergency response implementation.

OPERATING PROCEDURES

The following Operating Procedures are hereby established.

Initial Notification

It is the responsibility of any employee who learns of an actual or impending emergency between 8:00 a.m. and 4:30 p.m. to report it immediately to a senior administrative officer available beginning with the Office of the Chancellor (ext. 203), Vice Chancellor for Academic Affairs (ext. 301), Vice Chancellor for Business Affairs (ext. 288), Vice Chancellor for Enrollment Management (ext. 218), Director of Physical Plant/Safety Coordinator (ext. 291), and such other administrative personnel should be notified as is appropriate to initiate the emergency response decision making process. In the event of an emergency situation occurring before 8:00 a.m., after 4:30 p.m., or on the weekend, all emergencies should be reported by calling 9-1-1, and in addition notify LSU Eunice Campus Security at ext. 225.

Emergency Response Procedure

1. For phone threats, see Attachment B "LSU at Eunice Phone Threat Checklist."

2. During periods when the University is in full operation, and unless existing emergency conditions require an immediate response, the Chancellor, Vice Chancellors and other personnel designated in Attachment A shall meet to review available information and establish a response to the emergency. A primary purpose of this meeting shall be to determine whether normal University operations should be continued, reduced or suspended. Once a response is determined, each Vice Chancellor is responsible for notifying his or her administrative areas as to necessary emergency response actions.

3. At all other times, Campus Security and/or maintenance personnel (whomever is on duty after normal working hours) shall notify the Chancellor or next most senior administrative officer available who shall initiate the response decision- making process in telephone consultation with other administrative personnel including the Director of Public Relations. Each administrator listed in Attachment A is responsible for maintaining home telephone numbers of other administrators to be contacted.

4. An existing or impending emergency may require immediate action by Campus Security and/or maintenance personnel on duty, or any other University personnel to prevent loss of life and/or property. Examples could include chemical spills, gas leaks, fires, and other emergencies requiring immediate evacuation of part or the entire campus. Under such conditions, the emergency response shall be initiated before or concurrently with notification of senior administrative personnel through the chain of command and shall be implemented by the senior University representative available and able to initiate emergency response action. If an area of campus or given building would require emergency evacuation, the senior administrative officer available initiate a silent evacuation with the help of two-way radios (access from security and physical plant employees) for continuous communication. Follow-up response to the emergency would be made in accordance with procedures described above.

Public Announcements

Announcements as to whether the University will reduce operations or suspend operations because of emergency conditions will be made by the Chancellor through the Office of Public Relations for release to the public media as follows:

1. If classes only are to be dismissed but all other normal operations of the University are to continue, the announcement shall be:
   "All classes, public events and related activities at LSU Eunice are suspended today (or until further notice). However, all departmental offices will be open and all employees, including faculty whose work extends beyond conducting classes, are expected to report to work."

2. If University offices are to be closed and other operations suspended along with the suspension of classes, the announcement shall state:
   "All classes, public events, and related activities at LSU Eunice are suspended and all offices and departments except those previously designated as required for essential operations will be closed today (or until further notice). Faculty and staff are not to report for work unless previously and specifically told to do so."

Essential Employees

1. Designated employees in support and service divisions of the University are required to report to or remain at work in order to maintain essential operations of the University, whether the University has suspended operations or not. The following departments and divisions will remain in operation and their employees are required to be at work during times of emergency closure or reduced operations:

   LSU Eunice Campus Security
   Physical Plant
   Upon approval of the appropriate Vice Chancellor, operations in these units may be reduced to minimum requirements and individual employees retained for work are released from work as determined by the existing conditions.

2. With the approval of the appropriate Vice Chancellor, other units and/or individual employees may be designated as essential and required to report for work. Recognizing that weather conditions may make employee travel difficult or impossible at times, notification should be as early as possible.

Reviewed summer 2022

Employee Emergency Leave Conditions

Leave conditions during times of reduced or suspended University operation of otherwise during emergencies are governed by PS No 19, Leave Guidelines for Academic, Administrative/Professional and Classified Employees.

ATTACHMENT A

Chancellor

Vice Chancellor for Academic Affairs

Vice Chancellor for Business Affairs

Vice Chancellor for Enrollment Management

Director of Physical Plant/Safety Coordinator

Campus Security Personnel

Director of Information Technology

Director of Public Relations

ATTACHMENT B

LSU Eunice Phone Threat Checklist

Remain calm. Listen; do not interrupt the caller. Respond in a matter-of-fact manner, asking the caller to repeat what she/he has said to you. Gather as much information as possible. Remember all details of the conversation. Alert campus officials immediately after the caller hangs up. Inform the caller that the bomb or bio-threat (see below) could cause injury or death, such as, "Do you know that what you are doing could cause injury or death?"

Record telephone number of callers _____

Note exact time of call _____

Ask the caller

Where is the threatening item located? _____

If it is a bio-terrorist threat:

- What is the substance? _____
- What does it look like? _____

If it is a bomb:

- When will it explode? _____
- What does it look like? _____
- What kind of bomb is it? _____

How do you know so much about this bomb? _____

How do you know so much about this building? _____

What group do you represent? _____

Where are you now? _____

What is your name? _____

Try to identify the following

Sex: _____ Age: _____ Nationality/Foreign accent:_____

Voice characteristics: _____

Background noises: _____
Other innuendoes as to location of the bomb or biothreat:
_____

Exact words of caller: _____
_____
_____

- Immediately report the incident to the Office of the Chancellor (ext. 203), a Vice Chancellor (ext. 301, 288, or 218), or the Director of the Physical Plant (ext. 291). **Do not share this information with anyone else**; your supervisor will contact the proper authorities.

- If a suspicious object is found, DO NOT TOUCH IT, and clear the area.

- Keep a "running log" of events as they occur.

Recruitment, Retention, Promotion, Tenure, and Evaluation of Faculty

LSU Eunice PS No. 12
Effective: May 29, 2011
Revised: December 3, 2012, January 23, 2016, February 8, 2017
Page 1 of 11

SUBJECT: Recruitment, Retention, Promotion, Tenure, and Evaluation of Faculty Members

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Members of the faculty and staff are expected to be familiar with the Bylaws and Regulations of the Board of Supervisors, particularly the Preamble and Articles VI and VIII of the Bylaws, and Chapters I through VII of the Regulations. Faculty should also be familiar with the contents of PM4 23 and PM-35. Copies of these documents are available in your division head's office or the library. PM-23 is also found in the Employee Handbook.

Recruitment

Recruitment of faculty is one of the most serious obligations of the University. Careful consideration must be given to the nature, role, and mission of the University, which is to provide programs of instruction, research, and service of the highest order for the people of Louisiana.

The Position.

Duties and responsibilities of the specific position to be filled must be carefully considered, for they determine the qualifications required of a prospective employee. Although all members of the faculty are expected to be competent in instruction, scholarship, creative activities, and community service, probably none will possess equal competence or demonstrate equal productivity in all areas. The nature of the available position will determine the degree of emphasis to be given to each of these areas in assessing the qualifications of a candidate for employment.

Educational Diversity.

Every effort should be made to recruit faculty members who have diverse educational backgrounds. Appropriate precautions should be taken to avoid employing a large number of faculty with terminal degrees from the same institution.

Procedure.

Administrators of academic units should establish in reasonable detail the procedures and criteria for selection, consistent with the following provisions: (1) Announcement of available positions should be made as widely as possible by personal letter, advertisements in appropriate professional publications, announcement to professional societies, and other means, including those mandated by the University's Affirmative Action Plan. The purpose of this effort should be to bring the position to the attention of as many potential applicants as possible. (2) Except when circumstances prohibit it, applicants will be screened by a selection committee composed of a minimum of three faculty members in the same or a related discipline, the appropriate division head, and the Vice Chancellor for Academic Affairs. Faculty members will be appointed by the division head to serve on the selection committee.

Criteria.

Criteria contained in PM-23 will be used in judging the suitability of an applicant for a position on the faculty. Divisions should consider all aspects of the professional preparation of the applicant, including (1) teaching or instructional effectiveness, as judged by qualified colleagues in prior association and, where possible, by an evaluation of the applicant's performance during an interview; (2) scholarly and creative capability, as evidenced by publications and the estimates of qualified colleagues; (3) cooperativeness and dedication, as assessed by prior colleagues and other persons qualified to make such judgments.

LSU Eunice provides equal opportunities for all employees and prospective employees regardless of race, sex, color, national origin, religion, age, sexual orientation, disability, or veteran’s status. Vacancies are to be filled on a regular basis only when an appropriately qualified applicant can be appointed and when stipulations of the University's Affirmative Action Plan are fulfilled.

Retention

Except in unusual instances, initial appointments to the faculty are probational and should be so described to the appointee. Probationary appointments are made for specific periods, and no assumption of reappointment should be made until approval of reappointment is obtained from the appropriate University offices. Instructors, associates, and part time members of the faculty are appointed only on a year-to-year basis or for periods of appointment of less than one year. Appointments at the rank of Assistant Professor may not exceed three years, but upon reappointment after seven years of satisfactory service as Assistant Professor the employee may receive indeterminate tenure. Initial appointments at the rank of Associate Professor or Professor are ordinarily probationary and are made for a stipulated term, but upon reappointment after five years of service employees at these ranks will receive indeterminate tenure.

Criteria for Retention.

Reappointments of probationary employees for further specified probationary periods (non-tenured appointments) will be decided on the same basis as initial appointments, except that evaluations of the employee's professional suitability will be made.

Administrative Termination.

Termination of employment of persons who hold probationary appointments may be made by the University at the expiration of the appointment period. Such termination carries no implication whatsoever as to the quality of an employee's work or conduct. Upon the request of the faculty member, the University must provide a statement of causes to persons in probationary appointments who are not reappointed.

Notice of Termination.

In instances in which probationary employees are not being reappointed, written notice to the employee will ordinarily be provided in accordance with the following schedule: (1) not later than March 1 of the first academic year of service if the appointment expires at the end of the year; or, if a one-year appointment terminates during an academic year, at least three months in advance of its termination; (2) not later than December 15 of the second academic year of service, if the appointment expires at the end of that year; or, if an initial two-year appointment terminates during an academic year at least six months in advance of its termination; or (3) at least twelve months before the expiration of an appointment after the completion of two or more years of service in the institution.

Promotion

LSU criteria for promotion are specified in PM-23. Promotion from the rank of Instructor to Assistant Professor and award of tenure at the rank of Assistant Professor will occur for those faculty who meet the time requirements (see PM-23) and who both demonstrate and document excellence in teaching. It is expected that all faculty will contribute to the mission of the University through effective teaching, advising, public service, and competent participation in the work of University and divisional committees. It should be noted that mere length of service in one rank and competent performance of one's assigned duties do not in themselves constitute cause for promotion to the next academic rank. Promotions are always based upon merit and outstanding achievement. As stated in PM-23, the terminal degree is the normal requirement for promotion to senior ranks. However, members of the faculty without the terminal degree but who have demonstrated excellence in teaching, research, or professional service are encouraged to apply for promotion to senior ranks after a passage of an appropriate length of time. Criteria for promotion between library ranks are described in PM-23 and will be followed at LSU Eunice.

Application of Criteria

Individuals seeking promotion must primarily demonstrate excellence in teaching, and they must also document a res earch or professional service record pertinent to each professional rank as follows:

Instructor to Assistant Professor

1. Normally possess a minimum of a Master's Degree in a relevant discipline.

2. Must demonstrate evidence of excellence primarily in the area of teaching. Documentation may include (1) evaluations by individuals in the same or similar disciplines, (2) supervisor evaluations and recommendations, (3) student evaluations, (4) a record of off campus recognition as an excellent teacher, and (5) advising and mentoring of students.

While individuals seeking promotion must demonstrate excellence in teaching, they must also document a research or professional service record which may include but is not limited to:

1. Display involvement in other areas such as public service, research, scholarly and/or creative activities.

2. Exhibit effective leadership qualities.

3. Normally served at least three (3) years service in the rank of instructor at LSU Eunice or other accredited institution.

Assistant Professor to Associate Professor

1. Normally possess the commonly accepted terminal degree in a relevant discipline.

2. Must demonstrate excellence in the area of teaching. Excellence in teaching can be demonstrated in a manner similar to that reviewed above for the promotion from the rank of Instructor to Assistant Professor, only progressively more extensive.

While individuals seeking promotion must demonstrate excellence in teaching, they must also document a research or professional service record which may include but is not limited to:

1. Display a history of research activities, research presentations and/or professionally related presentations, especially at the university, state, regional, and national level.

2. Make professional contributions to the division and/or campus in such efforts as course/program development, grants and/or academic administration.

3. Demonstrate competent work in one or more of the following: advising, administration, division or university committee, and/or professional organizations.

4. Demonstrate effective community and campus service.

5. Display involvement in research activities and in professional activities with colleagues and/or students.

6. Meet the minimum time requirements as per PM-23.

Associate Professor to Professor

1. Normally possess the commonly accepted terminal degree in a relevant discipline.

2. Must demonstrate excellence in the area of teaching. Excellence in teaching can be demonstrated in a manner similar to that reviewed above for the promotion from the rank of Instructor to Assistant Professor, only progressively more extensive.

While individuals seeking promotion must demonstrate excellence in teaching, they must also document a research or professional service record which may include but is not limited to:

1. Display a timely publication record of research activities, research presentations and/or professionally related presentations, especially at the university, state, regional, and national levels.

2. Exhibit a consistent record of productive scholarship and research or other creative performance of high order in his/her profession during a substantial period of time.

3. Contribute to the division and/or campus in such efforts as program development, grants and/or academic administration, and mentoring of faculty.

4. Demonstrate effective community service and sufficient contributions to the development and progress of the university.

5. Display involvement in research activities and in professional activities with colleagues and /or students.

6. Meet the minimum time requirements as per PM-23.

Procedures for Promotion

The process for promotion for all ranks is as follows:

1. At the annual evaluation meeting of the academic unit head and faculty member progress in professional growth and achievement is discussed and the faculty member is apprised of progress in meeting promotional criteria.

2. The faculty member seeking promotion then initiates the review process through a written petition to his or her academic unit head. A second meeting with the academic unit head to discuss promotional criteria and the applicant's qualifications is scheduled. This conference must be held prior to

October 1 in the year in which promotion is sought. (In the event that the academic head is seeking promotion, the words "Vice Chancellor for Academic Affairs" should be substituted for "academic unit head" in the preceding sentences.)

3. The standard promotion document (dossier) must be submitted to the academic unit head (or the Vice Chancellor for Academic Affairs, as appropriate) by November 15 of that year.

4.Each Faculty Council member of the academic unit holding a rank equal to or above that for which the candidate is aspiring shall review the dossier prior to December 15. It is expected that reviewing faculty will be familiar with the petitioner's teaching performance. These individuals will then be convened by the academic unit head (or by a member of the division faculty designated by the Vice Chancellor for Academic Affairs, in the event that the applicant is the academic unit head) to vote on the promotion and, collectively, to prepare a written evaluation of the candidate's qualifications. In divisions without academic peers, an external faculty board to be appointed by the Vice Chancellor for Academic Affairs (preferably from LSU or from another two-year institution) will serve as an advisory panel, but not a voting entity.

5. Following the faculty vote on promotion, the division head will then prepare an independent evaluation- recommendation together with the promotion committee's vote and faculty recommendations and forward these findings to the Vice Chancellor of Academic Affairs.

6. Prior to December 31, the academic unit head (or the faculty member designated by the Vice Chancellor for Academic Affairs, in the event that the applicant is the academic unit head) transfers the dossier, including the letter received from the faculty in the division or the external faculty board as noted above, as well as his or her independent evaluation and recommendation to the Vice Chancellor for Academic Affairs for review and distribution to the campus-wide tenure/promotion committee.

7. For peer review of candidates, a campus-wide tenure and promotion committee will review the dossier and make recommendations to the Vice Chancellor for Academic Affairs at a date to be communicated by the Vice Chancellor for Academic Affairs at the beginning of the academic year. The committee will consist of five senior, tenured faculty appointed by the Vice Chancellor for Academic Affairs for a staggered time frame and one senior, tenured faculty elected by each division and the Library on an annual basis each August.

8. Prior to February 1, the Vice Chancellor for Academic Affairs submits an independent evaluation and recommendation, along with all documentation, to the Chancellor.

9. Granting of tenure to an existing faculty member, and/or promotion in faculty rank, is delegated to the Chancellor as per PM 69.

10. Any candidate for tenure/promotion not recommended by the division head must be verbally informed within ten business days from the date of this initial decision. The division head will then supply written notification to the candidate within ten business days after verbal notification. The division head's written notification will function as the formal notification of his/her decision and will provide the unsuccessful candidate with the definitive results of the promotion procedures. A copy of the final recommendations will be forwarded to the Vice Chancellor of Academic Affairs.

11. Those candidates whose reappointments/promotions are recommended by the division head should be notified of this decision within ten business days. Candidates should be apprised of the review process still in progress before the recommendations are made official.

12. An unsuccessful candidate for promotion has the right to receive a verbal explanation of the reasons underlying the decision. The candidate has the right to appeal a negative decision based on merit and/or procedural error. All appeals must be resolved prior to a final decision made by the Chancellor.

The candidate will receive copies of forwarding memoranda demonstrating that each step in the promotion process is being properly implemented.

Salary Increases.

Although subject to budgetary constraints, faculty promotions normally involve salary increases as follows:

Promotion to Assistant Professor $1000
Promotion to Associate Professor $2000
Promotion to Professor $4000.

Tenure

The term of employment of probationary employees is as specified in the appointment form. Those who rank as Instructor or Associate are on annual appointment or a lesser stipulated period of appointment.

The initial term of employment of those who rank as Assistant Professor shall be for a stipulated term of no longer than three years. A pre-tenure review will be made at the completion of the third year at the Assistant Professor rank. The purpose of this pre-tenure review will be to assist the candidate in meeting all criteria essential for the award of tenure. This pre-tenure review shall be conducted by the division head with participation, evaluation and recommendation from appropriate faculty. In a timely fashion, the candidate will receive written notification before his/her next review of any specific deficiencies which need correction before tenure is achieved. The formal tenure review will be made during the sixth year of service in order that notice of termination may be given if necessary no later than the end of the sixth year of service. In conjunction with this review, the faculty member must prepare and present a dossier which documents excellence in teaching and productivity. If tenure is awarded after the review, it shall be of indeterminate duration.

The tenure of those who rank as Professor or Associate Professor is normally of indeterminate duration, except that the initial appointment and subsequent reappointments through not more than five years of total service may be for stipulated terms. Persons promoted to the rank of Professor or Associate Professor after less than five years of service may be continued on term appointment through no more than the fifth year. Persons appointed to or promoted to the rank of Professor or Associate Professor while being paid from a grant or contract may be given limited tenure not exceeding the duration of the grant or contract. Professors and Associate Professors on term appointment who wish to petition for indeterminate tenure must do so during their penultimate year of service.

Indeterminate tenure is not a guarantee of lifetime employment, particularly in the face of changing academic needs or adverse changes in the institution's financial situation. It does assure that the employee will not be dismissed without adequate cause and without institutional due process which substantiates that cause.

Sixth-Year Review.

Heads of academic units review the status of Assistant Professors in their divisions who are in their sixth year of total service to the University in the rank of Assistant Professor and are untenured. The tenure review process, which follows the steps and dates in "Procedures for Promotion," formally begins with the Assistant Professor's written petition for indeterminate tenure. Assistant professors may be tenured; for consideration, they must follow the formal tenure process.

To be considered for tenure, the faculty member must submit a dossier documenting excellence primarily in teaching. The faculty member will also demonstrate continued involvement in areas such as: (1) community service, (2) university service, (3) research, and (4) scholarly and/or creative activities. Qualities such as leadership and mentoring should also be considered in the tenure process. According to the bylaws of the LSU Board of Supervisors, the University may, at its discretion, count prior service at lower rank on the same campus toward the seven-year evaluation period for an Assistant Professor to achieve indeterminate tenure. The ultimate decision shall be left with the President, to be applied in each individual case for which the respective campus recommends granting indeterminate tenure counting prior service favorably. During the sixth year of service in rank as an Assistant Professor, a tenure review will be conducted to evaluate the individual’s performance so that before the end of the sixth year of service the individual will be informed of the University’s position regarding his/her retention. Upon reappointment after seven (7) years of service in rank, tenure is automatic and appointments are for an indefinite period of time.

All of the procedures applying to promotion will apply to petitions for tenure.

Tenure Recommendations.

During the first semester of each academic year, the Office of Academic Affairs will call for recommendations for tenure for each faculty member with the rank of Assistant Professor or above who does not already have tenure extending beyond the end of that year. Tenure recommendations are initiated by the head of the academic

unit, with the advice and counsel of faculty members with indeterminate tenure in the same academic unit as the faculty member(s) under consideration. The recommendations subsequently are considered by the Vice Chancellor for Academic Affairs and the Chancellor. The Chancellor has the authority to grant tenure as per PM 69.

Careful consideration should be given to the number and distribution of personnel by rank within the department, division, or unit concerned, particularly in making recommendations for granting tenure and/or promotion in rank.

At the beginning of each academic year, the Vice Chancellor for Academic Affairs will distribute to faculty members a table showing the number of faculty, the number of faculty with tenure, and the percent of faculty who are tenured in each division.

Post-Tenure Review

1. Tenured faculty who receive two consecutive annual evaluations that are predominantly unsatisfactory (in the judgment of the faculty member's academic unit head), or three such unsatisfactory annual evaluations in a five-year period, will be provided a more extensive peer review as described below.

2. The Vice Chancellor for Academic Affairs will initiate the peer review by calling for the appointment of an ad hoc review committee. The committee will consist of three tenured faculty members whose academic duties are not primarily administrative and who hold rank at or above that of the faculty member undergoing the peer review.

(a) One member will be appointed by the Vice Chancellor for Academic Affairs, one by the Chair of the Faculty Senate, and one by the campus-wide tenure and promotion committee. The member appointed by the Chair of the Faculty Senate will serve as chair of the committee.

(b) If possible, all of the committee members shall be from the academic unit of the person being reviewed. If, however, the number of tenured faculty at the appropriate rank within the academic unit is insufficient, tenured faculty at the appropriate rank from outside the academic unit shall be selected to participate in the review. All appointments outside the academic unit of the person being reviewed require the approval of the Vice Chancellor for Academic Affairs.

3. The peer review process will occur in the Fall semester following the Spring semester in which the faculty member receives the unsatisfactory annual evaluation which triggers the process. The work shall be completed by the end of the semester. The committee shall strive to maintain the confidentiality of all proceedings. At the end of its process, the committee shall submit a full report to the head of the academic unit of the faculty member being reviewed. The review and report should address deficiencies

noted in the annual evaluations. The faculty member being reviewed shall receive copies of all reports generated in the review process.

(a) If the faculty evaluators do not concur with the assessment of the academic unit head, the unit head may reconsider and revise his/her assessment, in which case the review process is automatically terminated.

(b) If the faculty evaluators do concur with the assessment of the academic unit head, or if the unit head does not revise his/her assessment, then the unit head will refer the matter to the Vice Chancellor for Academic Affairs with a recommendation for further review and remediation.

4. If the Vice Chancellor for Academic Affairs concurs with the recommendation for review and remediation, then, with the advice of the ad hoc review committee, he/she will appoint a committee of peers (numbering three to five persons) to assist the faculty member in developing a positive plan to improve those areas where deficiencies were noted.

(a) The plan should respect academic freedom and professional self-direction. Resources adequate to support the performance improvement plan should be provided by the campus administration.

(b) The appointment of this committee shall occur in the Spring semester immediately following the completion of the work of the ad hoc review committee. The committee shall provide annual progress reports to the head of the academic unit, with copies to the member being reviewed.

5. After two years of assistance by this committee, the faculty member will be reviewed by the head of the academic unit in which the member is domiciled, and by the tenured faculty in the unit who are at or above the faculty member's rank. If this review is also negative, the Vice Chancellor for Academic Affairs will recommend that the Chancellor institute proceedings for removal for cause (including proper due process). If the review is favorable, the evaluation cycle will begin anew.

Termination of Tenured Employees.

Tenure may be terminated by retirement, acceptance of resignation, or discharge for cause. If termination is for cause, tenured faculty are entitled to due notice and a hearing prior to any termination decision by the administration.

Every member of the faculty will at all times be held responsible for competent and effective performance of duties. No principles of tenure will be permitted to protect anyone from dismissal after full and careful investigation and due notice of a decision that the employee has not met, and does not give promise of meeting, the responsibilities of the position.

Faculty Evaluation

Faculty are evaluated annually as a means of improving instructional effectiveness and enhancing professional development. The faculty evaluation form requires evaluation in the following areas:

1. Training
2. Experience
3. Performance as a teacher
4. Contribution to total university program
5. Publications
6. Professional growth
7. Plans for continuing professional growth
8. Research
9. Overall effectiveness

Evaluations of faculty are conducted by academic unit heads in accordance with the following calendar:

1. Faculty with less than two years of service - following midterm of the first semester of employment and again during the first month of the subsequent semester of employment.
2. Faculty in their second year of service – February
3. Faculty in their third or subsequent year of service - May

Annual evaluations are conducted on a standard LSU Eunice evaluation form. Additional faculty evaluations utilizing an LSU form are required for purposes of promotion and indeterminate tenure. These latter evaluations are conducted at the conclusion of the fall semester. Evaluation procedures and criteria for the purposes of tenure and promotion are specified in this policy statement and in PM-23.

It is the responsibility of faculty to periodically update their personnel files to reflect recent professional activities and accomplishments. Special attention should be given to the following areas:

1. Documentation of teaching excellence
2. Graduate work/degrees completed
3. Research and scholarly achievements
4. Community service
5. Participation in professional organizations, meetings, etc.

Materials faculty wish considered in the evaluation process should be submitted to the appropriate academic unit head prior to the annual evaluation.

Reviewed summer 2022

Policy on Responsibilities and Concerns of University Personnel

LSU Eunice PS No. 3
Primary Monitoring Unit: Chancellor's Office
Secondary Monitoring Unit: Academic Affairs, Business Office, Student Affairs, Enrollment Management
Effective: May 29, 2011
Revised: December 3, 2012, May 30, 2013, March 11, 2014, September 18, 2015, February 8, 2017, July 11, 2019
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SUBJECT: Responsibilities and Concerns of University Personnel

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Purpose

To provide an organizational structure that depicts the University's administrative structure and to define the role and function of the mutually supportive components comprising the faculty, the students, the administrative structure, and the support structure.

The Faculty

The faculty of the University consists of all full-time members of the academic staff having the rank of Instructor or higher. Collectively, the faculty determines the educational policy of the University. Within the academic programs and divisions, the faculty determines educational policies for its respective unit insofar as these policies do not conflict with the policies of other units. Matters over which a faculty has authority (subject to the superior authority of the Board of Supervisors) include:

1. Criteria for membership on the faculty itself
2. Criteria for admission of students
3. Degree requirements
4. Courses and curricula
5. Student honors
6. Standards of instruction and grading
7. Faculty meetings (at division and program levels)

The faculty has proper concern, but not legislative authority, over several other aspects of University life, including:

1. Academic freedom
2. Faculty personnel policies
3. Faculty grievances
4. Salaries and support funds
5. University organization
6. Student affairs
7. The University's role, scope, and mission
8. Buildings and facilities
9. Equipment

The Students

The students of the University comprise all persons who have been duly admitted and registered in at least one course and who are participating in the academic life of the University. Only students in good academic standing may represent the University. Good academic standing is defined as a student who has an overall grade point average equal to or better than a 2.0 ("C"). Students can make valid contributions to the academic well-being of the University by arriving at deliberate positions on any aspect of University life. Thus, student parliamentary or conciliar expression is strongly encouraged by the University.

The Non-Academic Staff

The non-academic staff is part of the support structure of the University. Individual members of the non-academic staff have substantial authority and responsibility to the University community because of their offices. The Board of Supervisors, however, has not charged the staff as a whole with policy-making authority for the University. Nevertheless, as with students and faculty, deliberate recommendations from staff organizations are encouraged.

The Administration

Administrative officers of the University exist primarily to execute the broad administrative and educational policies determined by the Board of Supervisors so as to utilize public funds to maximal advantage and to facilitate the educational and scholarly work of the faculty. For administrative purposes the University is divided into inter-related structures, each headed by a Vice Chancellor, Dean, or Director.

The Chancellor

The Chancellor is the chief executive officer of the University and exercises complete executive authority therein, subject to the direction and control of the Board of Supervisors through the President of LSU. Specific responsibilities and prerogatives of the Chancellor include:

1. Define the organizational structure of the University and designate duties and responsibilities as deemed proper.

2. Appoint, promote, transfer, suspend, and dismiss all academic, administrative, and professional employees subject to confirmation by the President and the Board of Supervisors and PM 69.
3. Take and approve personnel actions relating to classified and unclassified personnel in the University.
4. Execute all laws relating to the University; all resolutions, policies, rules, and regulations adopted by the Board of Supervisors; and all policies, rules, regulations, directives, and memoranda issued by the President.
5. Prepare the budget, and execute the budget approved by the President and the Board of Supervisors.
6. Hold membership on all faculties and serve as Vice-Chair of the Faculty Council.
7. Serve as custodian of all official records of the University except those assigned to a particular department or division.
8. Serve as the final appellate authority in all grievances and disputes within the institution.
9. Supervise and certify compliance with all affirmative action/equal opportunity provisions and regulations of federal agencies.
10. Appoint committees to assist or advise as necessary.
11. Provide for the control, maintenance, and supervision of movable property.
12. Serve as the medium of communication between the President and all campus personnel.
13. Attend the meetings of the Board of Supervisors and its various committees.

The Vice Chancellor for Academic Affairs

The Vice Chancellor for Academic Affairs serves as the chief academic officer of the University and, in the absence of the Chancellor, acts on his/her behalf. Specific duties and responsibilities include:

1. Hold membership on all faculties of the University.
2. Execute all regulations, policies, rules, directives and memoranda dealing with academic matters, assessment, and grants issued by the Chancellor.
3. Implement educational policy for the University.
4. Make recommendations to the Chancellor concerning the appointment, promotion, transfer, suspension, or dismissal of all employees assigned to the jurisdiction of the Office of Academic Affairs.
5. Make recommendations to the Chancellor concerning the organization of the academic units of the University and the duties and responsibilities of division and directors.
6. Advise the Chancellor with respect to the preparation and execution of the budget in academic divisions.
7. Supervise additions, deletions, and changes in courses and curricula.
8. Call and preside over meetings of the Academic Council.
9. Adjudicate academic appeals and such other grievances as properly come forth.
10. Adjudicate questions of jurisdiction among academic units at this institution.

The Vice Chancellor for Business Affairs

The Vice Chancellor for Business Affairs serves as chief fiscal officer and is responsible to the Chancellor for all fiscal and business affairs of the University. Specific duties and responsibilities include:

1. Execute all regulations, policies, rules, directives, and memoranda issued by the Chancellor dealing with fiscal matters, with the operation of the physical plant, with purchasing procedures, and with personnel and services under his/her direction.
2. Make recommendations to the Chancellor concerning personnel actions, including the appointment, promotion, transfer, suspension, dismissal of all employees under his/her jurisdiction.
3. Make recommendations to the Chancellor concerning fiscal policies, all aspects of the physical plant, purchasing, accounting, auxiliaries, and various services under his/her jurisdiction.
4. Oversee the financial affairs of the University to include compliance, timely reporting, and accuracy.
5. Adjudicate questions of jurisdiction within the Office of Business Affairs.
6. Assume responsibility for the financial management of the auxiliary enterprises and other areas of responsibility.
7. Prepare and properly execute the budget operations of the University.
8. Determine general policies relating to minor construction and renovation projects on the campus.

The Dean of Enrollment Management

The Dean of Enrollment Management serves as chief administrative officer in matters relating to student enrollment. Specific duties and responsibilities include:

1. Develop and implement a data-driven strategic plan to increase enrollment at LSU Eunice including specific plans, goals, and strategies for recruitment, admissions, financial aid and retention. Establish measurable goals for diversity, academic profile, net revenue and student success.
2. Identify and incorporate the use of best practices in online, web-based technology for recruitment, application and enrollment.
3. Develop and implement a strategic communication plan through the effective use of advertising, direct mail, view books, bulletins, brochures and other print and/or online materials.
4. Review progress toward the goals of the strategic enrollment management plan continuously, ensuring that financial resources are appropriately directed toward the implementation of the plan. Make adjustments to strategies when necessary to achieve enrollment goals.
5. Work closely with the office of financial aid to identify and solve financial aid barriers for the admission and retention of students.
6. Serve as an active member of the senior executive team at LSU Eunice providing counsel to the Chancellor regarding all aspects of enrollment management.
7. Supervise and evaluate enrollment management personnel. Create and implement professional development plans for employees and provide individual and team coaching.

8. Provide leadership and support personnel for all campus-wide activities and events comprising student affairs and enrollment management divisions such as Bengal Day, commencement activities, etc.
9. Make recommendation to the Chancellor concerning the academic calendar of the University.
10. Assume responsibility for the academic content of the General Catalog and other academic publications, including those of the academic divisions.
11. Coordinate all admission policies and procedures including those associated with selective admissions programs.
12. Adjudicate matters relating to residence and admission.
13. Perform other duties as assigned by the Chancellor.

The Dean of Student Affairs

The Dean of Student Affairs serves as chief administrative officer in matters relating to students. Specific responsibilities and duties include:

1. Educate and advise students on University and division policies and procedures, legal issues, risk management, program planning, and outreach.
2. In partnership with the director of institutional effectiveness, implement the assessment and evaluation of all student/residential life activities, programs, leadership development opportunities, and other educational initiatives.
3. Supervise and evaluate all student affairs personnel. Create and implement professional development plans for all employees and provide individual and team coaching.
4. Serve as the key student governance staff representative on University committees.
5. Oversee all student *organizations*, clubs, and activities and ensures high quality content and compliance with LSU Eunice policies and procedures. Serve as the staff representative for LSU Eunice's Student Government Association (SGA) to ensure access and awareness of opportunities for all students.
6. Oversee the development, implementation and evaluation of new student programs including orientation and collaborates with the Student Success Center to implement first-year experience activities.
7. Oversee academic advising for first-year students.
8. Oversee the Student Success Center operations.
9. Serve as the chief student affairs officer for all student code of conduct issues and works in collaboration with the campus Title IX officer or designee and the LSU Eunice Police department when necessary.
10. Supervise, direct, and evaluate LSU Eunice's residential operations, the development of living/learning communities, and the implementation of effective student life programs for residents of Bengal Village.
11. Provide support and guidance for students to access behavioral and physical health services, career services, and any other service provided by state or federal resources such as the U.S. Department of Education's TRIO program.

12. Provide leadership and support personnel for all campus-wide activities and events comprising student affairs and enrollment management divisions such as Bengal Day, commencement activities, honors convocation, high school district contests, etc.
13. Work closely with the Registrar's Office to identify and solve barriers for the admission and retention of students.
14. Perform other duties as assigned by the Chancellor.

Academic Deans

Academic deans are responsible to the Chancellor through the Vice Chancellor for Academic Affairs. They are the chief executive officers of their respective divisions and hold office at the pleasure of the Board of Supervisors. They are responsible for all aspects of academic life within their divisions, including budgets, teaching, research, personnel matters involving faculty, staff, and students. Specific responsibilities and duties include:

1. Assume leadership in the development of the programs of the division, and coordinate and integrate the activities of their units.
2. Promote excellence in teaching, research and scholarship, student services, and related activities of the division.
3. Formulate and administer policies for the division, either on their own initiative or as directed by appropriate authority, with due consideration for the prerogatives of the faculty and staff with regard to policy.
4. Forward to the Chancellor, through the Vice Chancellor for Academic Affairs, recommendations concerning actions relating to all personnel in the division (with approval or disapproval) together with a statement of reasons therefore, when appropriate.
5. Serve as the communications officer for all official business within the division and with other LSU Eunice authorities.
6. Certify compliance of individual students with requirements for graduation, after receiving the recommendation of the divisional faculty.
7. Academic deans serve as members of the Academic Council.
8. Appoint such committees from the division as is necessary or desirable.
9. Assume general supervisory responsibility for employees within the division.
10. Consider appeals by students according to established procedures.
11. Implement, with approval, such policies and take such actions as is necessary to assure the personal safety of other members of the campus community.
12. Annually review the performance of personnel under the supervision of the division.
13. Establish and maintain appropriate records in the division files.
14. Serve as custodian of all University property which is located in facilities of the division and not specifically assigned to another administrative office.

15. Perform such duties as are required to increase the effectiveness and significance of the division and thus to enhance the prestige of the University.
16. Coordinate the recruitment of new employees and advertise vacancies appropriately, consistent with the University's policies on equal opportunity and affirmative action.
17. Recommend all appointments, promotions, dismissals, leaves, salaries, salary adjustments, and all other personnel actions relating to the division staff.
18. Call and preside over all meetings of the division.
19. Prepare and execute the budget of the division.
20. Assume responsibility for appropriate academic advising within the division.
21. Assign specific duties to members in the division, and define the members' overall responsibilities to the University.
22. Insure that division course offerings and curricula and programmatic matters are accurately reflected in the University Catalog.
23. Academic deans shall prepare class schedules and assign faculty members' teaching schedules with input from the program directors.
24. Academic deans shall recommend changes in courses and curricula which originate from faculty within in the division.
25. Academic deans shall approve exceptions or substitutions on students' degree programs.

Academic Program Directors

Academic Program Directors are the executive officers of the academic programs. They are responsible to the Chancellor through the appropriate dean and the Vice Chancellor for Academic Affairs and hold office at the pleasure of the Board of Supervisors. Specific responsibilities and duties include:

1. Promote excellence in teaching, research and scholarship, student services, and related activities of the program.
2. Forward to the Chancellor, through the dean of the division and Vice Chancellor for Academic Affairs, recommendations concerning actions relating to all personnel in the program (with approval or disapproval) together with a statement of reasons therefore, when appropriate.
3. Serve as the communications officer for all official business within the program and with the academic dean of the division.
4. Review compliance of individual program students with requirements for graduation.
5. Appoint such committees from the program as is necessary or desirable.
6. Assume general supervisory responsibility for employees within the program.
7. Consider appeals by program students according to established procedures.
8. Implement, with approval, such policies and take such actions as is necessary to assure the personal safety of other members of the campus community.
9. Annually review the performance of personnel under the supervision of the program.

10. Establish and maintain appropriate records in the program files.
11. Serve as custodian of all University property which is located in facilities of the program and not specifically assigned to another administrative office.
12. Perform such duties as are required to increase the effectiveness and significance of the program and thus to enhance the prestige of the University.
13. Coordinate the recruitment of new employees and advertise vacancies appropriately, consistent with the University's policies on equal opportunity and affirmative action.
14. Call and preside over all meetings of the program.
15. Prepare and execute the budget of the program.
16. Assume responsibility for appropriate academic advising within the program.
17. Assign specific duties to members in the program and define the members' overall responsibilities to the University.
18. Insure that program course offerings and curricula and programmatic matters are accurately reflected in the University catalog.
19. Assist the dean of the division with preparing class schedules and assigning faculty members' teaching schedules.
20. Recommend changes in courses and curricula which originate from faculty within in the program.
21. Recommend to the dean of the division approval of exceptions or substitutions on students' degree program.

Reviewed summer 2022

Student Travel Accident Insurance (updated on February 14, 2022)

Procedures for securing approval for all student trips are determined by the head of each campus.

The LSU Student Travel Accident Policy must cover certain approved student trips. Other approved student trips may be covered at the option of the traveler and/or sponsor. This 38 insurance is for the protection of the student since the University assumes no liability in the case of injury to a student because of an accident while on a student trip. The Student Trip Travel Form for LSU Eunice is available on the LSU Office of Risk Management Website.

The policies outlined below are applicable to Student Travel Accident Insurance:

A. Travel which must be covered by the trip travel accident policy:
    1. Travel by class group. University controls the time, route, and mode of travel. (Coverage is provided whether expense is paid by University, individual, or other party.)

2. Travel by individual or non-class group when travel is to represent the University. (University includes the official student government organization, SGA.) University controls time, route, and mode of travel. (Coverage is provided whether expense is paid by University, individual, or other party.)

B. Travel which may be covered by trip travel accident insurance policy at the option of the traveler and/or sponsor:
   1. Travel by part of class group when individual travelers determine time, route, and mode of travel.

   2. Travel by individuals or groups purporting to represent University or student organizations other than SGA when time, route, and mode of travel are not controlled or expenses not paid by the University.

C. Trips should be made in public conveyances, either University vehicles or public carriers, when practicable. Privately owned automobiles should be used only when other means of transportation are not reasonably available:

The insurance rate is ten cents (10¢) per day per student for $5,000 medical and hospital expense indemnity. Exclusions apply, see Risk Management's Student Accident and Trip Travel Insurance Webpage. The Master Accident Policy is also contained on Risk Management's Website.

1. To reduce paperwork and conserve the time of students, departments sponsoring group or class trips should collect the premium from each student and make remittance to the Business Office in one lump sum, together with a duplicate list of students who will be covered and the planned destination.

D. Members of the University faculty and staff making covered trips may, at their option, purchase trip accident insurance at the same rates provided in paragraph C above.

E. The sponsor of a covered trip is responsible for the execution of the arrangements for the trip in accordance with the policies stated herein and submits to the Business Office in duplicate the following information prior to the trip:
   1. Brief statement of purpose and itinerary of trip, including date and prospective time of departure and return.
   2. Number of students to be taken on trip and list of names. Copy of such list should be retained in departmental files.
   3. Owner of each privately owned automobile to be used.
   4. If privately owned automobiles are to be used, certificate stating that each automobile is, to the best of the sponsor's knowledge, in good operating condition and is covered by automobile liability insurance.

F. In the event of an automobile accident, whether in a University-owned or privately owned vehicle, a report must be made on appropriate forms to the Vice Chancellor for Business Affairs immediately upon return. This report will then be transmitted to the LSU Office of Human Resource Management.

G. In case of an accident-causing severe injury or death, the accident must be reported immediately by telephone to the LSU Office of Human Resource Management in Baton Rouge, Louisiana.
H. Claim forms, repair estimates (on LSU vehicles), police reports, driver and witness statements are processed through the Business Office to LSU Office of Human Resource Management in Baton Rouge.
I. The Associate Vice Chancellor for Business Affairs is responsible for submitting a quarterly report representing travel covered by the Student Travel Insurance Policy to the LSU Office of Human Resource Management.

MEDICAL INSURANCE POLICY

Students enrolled in clinical respiratory care courses are covered ONLY for third party liability claims while they are engaged in performance of assigned clinical duties as part of their educational requirements, without receiving remuneration from any business or institution to which they are assigned.

Adopted summer 2022

II. Program Policies

Policy Regarding Communicable Diseases

Respiratory Therapists provide services to patients who are ill. It is important that techniques to limit the spread of infection be practiced by all involved in patient care. Universal precautions must be applied while providing care to all patients. Additionally, specific policies outlined during orientation at clinical affiliates must be followed. Students who develop a communicable disease during the clinical year must report such illness to the Director of Clinical Education and the Clinical Instructor. The student must provide the Director of Clinical Education or the Program Director with physician-recommended time restrictions from school. Physician clearance after a period of infection is necessary before students will be permitted to return to the clinical setting. An illness requiring an extended absence and prevents the student from achieving course objectives may require the student to request an "I" grade, withdraw, or resign from the University. The student must initiate the appropriate process following University guidelines. The student should keep the Program Director appraised of their desire to re-enter the program in the case of withdrawal or resignation.

A communicable disease is a disease that can be transmitted from one person to another. There are four main types of transmission including direct physical contact, air (through a cough, sneeze, or other particle inhaled), a vehicle (ingested or injected), and a vector (via animals or insects). The state of Louisiana has listed those diseases, which are reportable as communicable diseases. Please refer to this link for a full list of communicable diseases, go to the following link: **http://publichealth.lacounty.gov/ACD/**

The program provides students enrolled information regarding the possibility of occupational exposure to communicable diseases, including Human Immunodeficiency Virus (HIV) and Hepatitis B Virus (HBV) and COVID-19. Students receive instruction on the OSHA guidelines for blood borne pathogens and infection control prior to the first fall semester. All students will be instructed and perform Universal/Standard Precautions in accordance with the current Centers for Disease Control and Prevention (CDC) guidelines. In addition, students are expected to adhere to the policies of the clinical affiliates including all required immunizations. Specific vaccinations will be discussed during hospital orientation. Students must report communicable illnesses/infections to the Program Director and Clinical Coordinator.

Students understand that the use of universal precautions is essential to protect themselves, significant others, family members, patients, and other health care workers from communicable diseases. Students understand that respiratory care involves the study and care of people throughout the life span and that these people may be at any point along the wellness/illness spectrum. By participating in caregiving activities, students understand that they may be exposed to communicable diseases.

Communicable diseases vary in their virulence, duration, mode of infection, and affects. In order to fully protect students, patients, and clinical staff, the student should do the following:

- Clinical students should wear a surgical mask when interacting with patients or follow the guidance of the clinical preceptor. Clinic-provided masks can be worn for 7 days, unless torn or visibly soiled. Cloth masks should be laundered daily for campus use only.
- Each day, prior to your clinical assignment, check your temperature must be less than 100.4 to attend clinical. If you have fever, cough, shortness of breath and any **two** of the following: Headache, chills, repeated shaking with chills, muscle pain, sore throat, and new loss of taste or smell, **do NOT go to clinic**. You should follow the normal call-in procedure.
- Students suspecting exposure or contraction of any of the diseases (conditions) listed as a reportable disease by the State of Louisiana and the CDC must see a physician immediately.
- Students diagnosed with any diseases (conditions) stated above and as determined by their physician to be of short duration which may be transferred by air or contact, may **not** attend class and/or clinical, depending on physician's recommendations.
- Students diagnosed with communicable diseases that are of relatively long duration may **not** attend class and/or clinical, depending on physician's recommendations, and must present a written diagnosis to program officials. The student may be able to continue with proper counsel from the infection control nurse and /or the department of the Clinical Education Setting.
- Students may return to clinical assignments once three (3) days (72 hours) have passed since recovery defined as:
    a) Resolution of fever without the use of fever-reducing medications
    b) Improvement in respiratory symptoms (cough, shortness of breath
    c) At least ten (10) days have passed since symptoms first appeared.

After returning to clinical, the student should:

- Wear a surgical facemask at all times while in the healthcare facility until all symptoms are completely

resolved or until 14 days after illness onset, whichever is longer
- Be restricted from contact with severely immunocompromised patients (e.g., transplant, hematology oncology) until 14 days after illness onset
- Adhere to hand hygiene, respiratory hygiene, and cough etiquette (e.g., cover nose and mouth when coughing or sneezing, dispose of tissues in waste receptacles)
- Self-monitor for symptoms and seek re-evaluation if respiratory symptoms recur or worsen.

PPE- Video on how to don and doff PPE https://utmb.ensemblevideo.com/hapi/v1/contents/permalinks/Nk9n7Q6H/view

The student's confidentiality will be protected.

Failure to comply with this notification policy will result in disciplinary action as determined by the program faculty.

Reviewed summer 2022

Medical Insurance Policy

Students enrolled in clinical respiratory care courses are covered ONLY for third party liability claims while they are engaged in performance of assigned clinical duties as part of their educational requirements, without receiving remuneration from any business or institution to which they are assigned.

NO COVERAGE IS PROVIDED BY THE UNIVERSITY OR CLINICAL AGENCY FOR STUDENTS IF THEY ARE PERSONALLY INJURED. The office of Risk Management, Division of Administration, State of Louisiana, advises students ***to carry adequate health and accident insurance while they are enrolled in clinical courses.***

Students are **not covered** by the State's Workers Compensation Policy since they are not employees or volunteers performing a service for the state. If a student's injury is due to the university, college or school's negligence, coverage would be provided by the State of Louisiana Commercial General Liability (CGL) policy.

Reviewed summer 2022

Pregnancy Policy

A female student is given the option of whether or not to inform program officials of her pregnancy. If the student chooses to voluntarily inform officials of her pregnancy, it must be in writing. In the absence of this voluntary written disclosure, a student cannot be considered pregnant. However, due to the sensitivity of the unborn child to radiation, it is necessary to inform female applicants of the possible health risks involved as a result of occupational exposure during pregnancy. While most respiratory therapy departments are not close to radiology, the respiratory therapist and student will transport patients to radiology, as well as be in the intensive care unit for chest radiographs, CT, etc. The chances of occupational exposure are a possibility. The following shall be followed:

1. Pregnant students are encouraged to notify the Program Director and Director of Clinical Education as soon as pregnancy is suspected/determined so that appropriate radiation safety measures can be implemented. As soon as pregnancy is determined, a physician's statement verifying the pregnancy along with the declared pregnancy form will be submitted by the student. This statement must include a medical release, which allows the student to continue the program without interruption. If, for medical or personal reasons, the student is unable to complete the clinical assignments, she may initiate a request for authorization of an "I" (incomplete) or "W" (withdrawal) grade through the Office of Academic Affairs. The student must subsequently remove the "I" grade following the regulations in the University catalog. However, impediments to completing course requirements in any of the clinical practicums may be attributable to the lack of clinical space for the student to complete such requirements of removing an "I" grade from the student's records. Should the student choose to withdraw from a clinical course, the "W" guidelines in the University catalog must be met. Please refer to the catalog for further information regarding incompletion of the Respiratory Care Program.
2. Once informed of the pregnancy, the PD/DCE will review all appropriate and applicable principles of proper radiation safety with the student.
3. In the event the transport of a patient is required to radiology, the student is allowed to assist the transport of the patient. However, once the transport has arrived the student is not allowed to stay in the immediate area and must hand over patient care to the respiratory therapist/ preceptor.
4. If pregnancy occurs during the first semester of the program and the student is unable to fulfill the required clinical objectives, the student may withdraw from the program, if so desired. As in all withdrawal scenarios, the student will be subject to reapplication to the Respiratory Care program.
5. The student may decide to attempt to continue in the Respiratory Care program, but will be required to either make up, or bank missed clinical time from maternity leave.

Adopted summer 2021
Reviewed summer 2022

Background Check Policy

The clinical education settings in which students of the Health Science Programs attend require a state background check through Pre-Check upon entering their facilities. The data collected will be forwarded to the Program Director/Director of Clinical Education who will then provide the appropriate clinical agencies this confidential information. Only the clinical education settings will have access to this information upon request. Payment of the background check for the respiratory students will be conducted upon entry into the program. The federal background checks conducted by the licensing agencies (i.e. LSBME) will be performed at the completion of the program.

Any criminal conviction which is found during the background investigation, that may deem a student unsuitable for clinical rotations, will be considered on a case-by-case basis. Additional information regarding the conviction may be required to make an informed decision.

Reviewed summer 2022

Student Substance Abuse Policy

Purpose

The intent of the Substance Abuse Policy is to ensure a safe environment for students, faculty, and the people who come in contact with students and faculty during scheduled learning experiences. It is also a requirement of many affiliating clinical agencies.

Schedule of Drug Testing

LSUE Health Sciences and Business Technology Respiratory Care Program require all students in the program to submit to drug testing under any or all of the following circumstances:

- Acceptance into one of the healthcare programs
- Random
- For cause

Acceptance

Drug screening is required on all students entering any of the healthcare programs. Screening will be conducted prior to admission and the student is responsible for the expense incurred for the drug testing. Any student with a positive drug screen will be dropped from the program.

Random Testing

Random drug screening may occur for students enrolled in clinical courses at any time during the semester. The

student is responsible for the expense incurred for the drug testing.

For Cause

Students who have been selected into any of the healthcare programs may be subject to drug testing if suspected of being under the influence of alcohol and/or drugs (including drugs prescribed for the student).

Suspicion is based on:

1. Observable behavior and/or physical symptoms
2. A pattern of abnormal or erratic behavior
3. Evidence of drug tampering or misappropriation
4. Post-accident/incident when accompanied by individualized suspicion that the observed individual may be under the influence of alcohol and/or drugs
5. A report of drug use provided by reliable and credible sources
6. Arrest or conviction or a drug-related offense
7. Being identified as the subject of a criminal investigation regarding drugs

Testing for cause is based on:

1. The faculty member will make an observation and have another faculty member or clinical site personnel confirm the suspicious behavior/physical symptom.
2. The student will be asked to leave the area and go with the faculty member and a witness to discuss the situation in a location ensuring privacy and confidentiality. The discussion will be documented, and the decision to drug test will be made after conferring with the Dean of the LSUE Health Sciences and Business Technology Division and Program Director.
3. The student will be suspended from all clinical activities until the case has been reviewed and a course of action has been determined by the Dean of the LSUE Health Sciences and Business Technology Division and Program Director.
4. If the lab test is negative for substances, the student will be allowed to return to class and clinical activities without penalty. Arrangements to make up missed work must be initiated by the student on the first day back to class or clinical rotation.
5. If the lab test is positive for substances, the student is in violation of the LSUE Division of Health Sciences and Business Technology Substance Abuse Policy.
6. Confidentiality will be maintained.

Facility

The LSUE Division Health Sciences and Business Technology will use an approved lab as a drug screening agency for the collection and testing of all specimens. Students will be notified of the agency

being used to perform drug screens.

Sample Collection

All specimen collections will be performed in accordance with applicable federal and state regulations and guidelines to ensure the integrity of the specimens and the privacy of the donors. Once the student is required to submit a sample, the student must visit the Pre-Check website and choose a collection facility. This process must be completed within 24 hours. The results will be sent to the student's Pre-Check account in which the program faculty will have access.

Substances

Drug testing shall be conducted for the presence of amphetamines, barbiturates, cocaine, marijuana, methadone, methaqualone, meperidine, tramadol, oxycodone, benzodiazepine, opiates, phencyclidine, propoxyphene and alcohol. LSUE Division of Health Sciences and Business Technology reserve the right to test its students for the presence of any other illegal drug or controlled substance when there is reasonable suspicion.

LSUE Division of Health Sciences and Business Technology shall have the authority to change the panel of tests without notice to include other illegal substances as suggested by local and national reports or circumstances.

Drug Screen Procedure

- Students will pay the cost of all drug screens.
- Students will be notified by the Program in advance of the date and time for the initial screening.
- Students shall provide photo proof of identification upon arriving at the specimen collection site.
- Laboratory will report results to the Medical Review Officer.
- Positive results will be reported to the student, Program Director and the Dean of the LSUE Health Sciences and Business Technology Division. Refer to LSUE PS No. 41.

Incomplete Drug Screen/Results

Any student who does not complete the drug screening procedure during the prescribed time will be dropped from the course roll. All school policies affecting progression in the clinical programs will apply.

If drug screening results are not received by LSUE, a student must produce a receipt that the drug screen was done according to the school policy. The Dean of LSUE Health Sciences and Business Technology will contact the testing agency for the results and the school policy will be followed when results are

received. All school policies affecting progression in the clinical program will apply to this situation.

Refusal of Drug Screening

Refusal to submit to a drug screening in any category (application, random, for cause) is grounds for permanent dismissal from the clinical program.

Altering of Urine Sample

Attempting to tamper with, contaminate, or switch a sample will result in the student not being allowed to meet course objectives for clinical practicums; therefore, progression in the clinical program will not be permitted.

Positive Results

Positive drug screens shall be verified by a Medical Review Officer. If the test is positive for the use of medication that has been prescribed for the student, the student may be allowed to make up missed clinical time.

Procedure

- The drug screening office will contact any student with a positive result for further evaluation.
- If after this evaluation, the results of the screening are deemed to be positive, the office will contact the Program Director and Dean of LSUE Health Sciences and Business Technology.
- The Program Director and Dean will meet with the student.
- The student will be required to withdraw from the clinical program.
  - The student may reapply for selection the following year. However, he or she will be required to answer "Yes" to item number "9" regarding disciplinary action during your professional training on the Oath of Affirmation form of the Louisiana State Board of Medical Examiner's (LSBME) Application and "Yes" to item number "8" if the incident occurred within the clinical setting.
  - Upon the Louisiana State Board of Medical Examiner's requests, all documentation will be submitted.
  - The LSBME will approve whether the graduate is issued a license to practice.

Readmission

The student may apply for readmission to a program. Admission will be based on current admission requirements and space availability. Any subsequent positive result will constitute grounds for permanent

dismissal from the program.

Request a Re-Test

If a test result is positive, the student may request a re-test of the original urine sample. A student who desires to have the original sample re-tested must report to the designated drug screening agency within 72 hours following notification of a positive drug test result. The student will be responsible for all costs of the re-test. If the re-test is negative the student will be reinstated.

Confidentiality

All testing information, interviews, reports, statements, and test results specifically related to the individual are confidential. All drug test results will be sent from the lab to the Respiratory Care Program Director. Records will be maintained in a safe, locked cabinet.

Revised spring 2021

Reviewed summer 2022

Policy On Ethics And Confidentiality

All LSU Eunice Division of Health Sciences and Business Technology students share the responsibility of observing a Code of Ethics. This Code of Ethics requires truthfulness, honesty, and integrity in all patient care activities performed by the student.

Information regarding patients is highly privileged and confidential. Information about patients should never be discussed casually or released to anyone. Persons inquiring whether someone is a patient should be informed that you cannot release such information. **Students, faculty and staff are prohibited from releasing patient information by Federal mandate.** Breach of confidentiality will result in a recommendation of dismissal from the Respiratory Care Program to the LSU Eunice Committee on Student Conduct.

LSU Eunice Health Sciences and Business Technology students must maintain a professional relationship with patients. Associating with or fraternizing (including exchanging phone numbers and addresses) with patients while they are in your care is unprofessional and strictly prohibited.

I have read the Policy on Ethics and Confidentiality and agree to abide by this policy. Failure to comply will result in a recommendation for dismissal from the Respiratory Care Program.

_____

STUDENT SIGNATURE/DATE

_____

STUDENT'S PRINTED NAME

_____

FACULTY SIGNATURE/DATE

Reviewed summer 2022

Code Of Student Conduct

LSU Eunice encourages responsible decision making, promotes academic integrity, and safeguards the health and safety of all members of the University community. To accomplish these objectives, the University enforces standards of conduct for its students. Students who violate these standards can be denied membership in the LSU Eunice community through imposition of disciplinary sanctions. The LSU Eunice Code of Student Conduct can be found on the Student Affairs website www.lsue.edu/studentaffairs.

Student Rights

Specifically, students have the right to participate in all aspects of campus life free from illegal discrimination based on race, color, religion, sex, national origin, age, disability, marital status, or veteran status. They also have the right to be informed of LSUE's regulations, rules, and policies. In addition, they have the right to file grievances if they feel that a university action has adversely and unfairly affected them. In such an instance, students are assured of a fair hearing through an established appeals procedure. Those accused of violating the Code of Student Conduct have the right to substantive and procedural due process. All students have the right to use reasonable and lawful means to advocate changes in university regulations, rules, and policies. Using established procedures, they have the right to form organizations and to take part in the activities of recognized student organizations. Students have the right to know the grading system used in each class, and, at the student's request, faculty members should provide them with a review of all graded material, including final examinations, which contribute to the course grade, as well as a review of the method by which the grade was determined. Under FERPA, students have the right of privacy in all official records except for directory information, which can be kept in confidence if a student so requests. Please see the following link for the Student Bill of Rights established 2022.
https://www.lsue.edu/studentaffairs/documents/Bill%20of%20Rights.pdf

Student Responsibilities

In addition to obeying federal, state, and local laws and observing the rules stated in the LSUE Code of Student Conduct, students have the responsibility of respecting the rights and freedoms of others in order to ensure an environment that furthers the educational purpose of an institution of higher learning. Participants in student organizations are responsible for extending equal opportunities to all students in membership and organizational activities and must abide by all policies established for the governance of such organizations. Students are responsible for obeying all University regulations and policies governing the use of property and facilities so as to preserve and protect LSU Eunice's physical resources. Finally, students are responsible for taking full advantage of the opportunities for learning available to them at LSU Eunice by attending class and participating in other aspects of campus life. The University reserves the right to establish limits on the time, place, and circumstances in which constitutional and university guaranteed freedoms and rights may be exercised by students and their guests in the University setting.

Revised summer 2022

Policy on Professional Conduct

1. Students are expected to exhibit professional attitudes and behaviors. Clinical grades will reflect professional conduct and include ratings in the following areas:

   A. Punctuality

   B. Communication skills

   C. Cooperation

   D. Integrity

   E. Problem solving/critical thinking skills

   F. Work attitude

   G. Self-reliance/self-direction

   H. Initiative

   I. Accountability

2. Students will also present themselves as professional at all times while on campus or the clinical setting. The following behaviors are also expected:

   A. Proper professional language is to be used **at all times**.

   B. During clinical assignments, eating, drinking, etc. are limited to the lounge of each clinical facility.

   C. LSUE is a **smoke free campus**. **Smoking, vaping or tobacco use of any kind is not permitted** on campus or in the clinical locations.

   D. Having a cell phone in possession during clinical hours is at the discretion of the clinical instructor

   E. Students **must comply** with each hospital's parking policy.

   F. Loud, boisterous or immature behavior **will not be tolerated**.

G. Students are expected to attend the clinical sites at the instructor's discretion.

H. Students **are not allowed** to work in the capacity of a therapist and receive wages in the clinical affiliates, nor any other medical facility, before satisfying all of the requirements for graduation. **A license is required to practice in the State of Louisiana**. Questions regarding this matter should be forwarded to the **Louisiana State Board of Medical Examiners (504) 568-6820.**

I. Students are **not allowed** to enter isolation rooms or any area where particulate respirator masks are required (N95 masks) unless properly fitted with a respirator or N95 mask.

J. **Incident/Accident Reports:** Students must complete a written description and report if an accident occurs involving a patient, a hospital employee, a visitor, or a student. **The Director of Clinical Education (DCE) should be informed immediately following the accident.**

K. The DCE will then inform the Program Director of the incident/accident. The DCE will document the incident/accident in the student's records kept at LSU Eunice. The DCE will also properly complete the LSU Eunice visitor/client accident reporting form and submit it to the Office of Human Resources at LSU Eunice. (Appendix P)

Revised summer 2022

Disciplinary Action Policy

The faculty reserves the right to evaluate infractions of behavior that could result in a written warning. Subsequent infractions would result in referral to Dean of Student Affairs. Further infractions, following referral to Dean of Student Affairs, could result in dismissal from the program.

Level 1: Level 1 infractions would result in a written warning that will remain the student's official program file:

1. Unprofessional language and/or conversation at the clinical education setting. (Ex. Talking about faculty, preceptors, technologists, gossiping, bullying, disrespect, making others uncomfortable or creating a hostile environment).
2. Failure to comply with "Standard (Universal) Precautions."
3. Failure to report communicable illness/infection to the PD, CC, CI and/or obtain physician clearance to re-enter the clinical setting.
4. Failure to comply with any part of the Professional Appearance Policy.

5. Failure to sign in/out on Trajecsys.
6. Failure to allow geolocation in Trajecsys.
7. Failure to complete any daily clinical duties.
8. Use of cell phone without discretion of faculty member/preceptor

Level 2: Level 2 written infraction will result visit to Dean of Student Affairs:

1. Any repeat of level 1 infraction
2. Displaying unprofessional behavior upon which the student conducts herself or himself in an inappropriate manner, is unresponsive to patient needs, or is unsupportive towards colleagues and associates in providing quality patient care.
3. Failure to notify the Program director/Director of Clinical Education/Clinical Instructor directly by phone/email or in person of tardiness or absence as stated in the attendance requirements in this Handbook. The student is also responsible notifying the clinical location, and to report their absence on Trajecsys.
4. Improper handling of equipment.
5. Insubordination.
6. Performing a procedure on the wrong patient.
7. Failure to report any incidents at any clinical site to the Director of Clinical Education/ Clinical Instructor on the day it occurred.

Level 3: Level 3 Infraction will result in 1 week suspension and subsequent letter grade decrease or dismissal from the program. Level 3 Infractions consist of:

1. Repeated Level 1 or Level 2 Infractions
2. Leaving the clinical education setting without the Clinical Instructors permission.
3. Improper clinical practice as identified by the Clinical Instructor.
4. Falsification of ANY program documents or misleading information regarding a competency evaluation.
5. Incorrect recording of time in/out in Trajecsys. (Falsifying time for time exceptions or clocking in from an unapproved geolocation ex. Hwy, roads, home, etc.)
6. Theft.
7. Failure to comply with clinical affiliates policies and procedures, LSU Eunice Ethics and
8. Confidentiality Policy and/or un-ethical behavior

Revised summer 2022

Dismissal Policy

The LSU Eunice Respiratory Care Program carries the responsibility for administering health care with a commitment to protect the patient from injury or harm. It is the responsibility of the respiratory care faculty to provide safe and appropriate professional health care to all patients. The student may be dismissed from his or

her clinical duties if in the professional judgment of the respiratory care faculty that the patient's emotional and/or physical well-being is, or may be, jeopardized by the student's incompetence and/or negligence.

The respiratory faculty must document the dismissal on the student's monthly evaluation form. Documentation must clearly and thoroughly state the reason for the student's dismissal from their clinical duties.
Students may be dismissed from a respiratory course and/or the respiratory program for any of the following reasons:

1. A deliberate attempt to cover up any error or negligent performance during clinical experiences.
2. Documented repetitive performance of unsafe behaviors during clinical experiences.
3. Performance of unethical or illegal behaviors during clinical experiences. (See Program Student Handbook for details regarding unethical behavior)
4. Breach of patient or agency confidentiality by inappropriate management of information in any form.
5. Cheating or plagiarism. (See LSU Eunice Code of Student Conduct located in Student Handbook).
6. Violations of the LSU Eunice Code of Student Conduct.
7. Failure to follow the guidelines of the Program's Professional Conduct Policy
8. Failure to agree and abide by the Program's Ethics and Confidentiality Policy
9. Any dismissal of a student from a clinical facility may result in dismissal from the Respiratory Care Program upon further review.
10. A positive report on any random or scheduled drug screen
11. Committing a breach in the Respiratory Care program policy on the conduct of social media usage
12. Earning a grade of "D", "F", "NC", or "W" in a Respiratory Care course

If a student wishes to challenge the dismissal from the program, the "due process" appeal option would be to follow LSU Eunice PS. No 8. (Appeals Procedure Available to Students).

Revised spring 2021
Reviewed summer 2022

Sexual Harassment Policy

Sexual harassment consists of unsolicited and unwelcome sexual behavior. It is coercive or offensive conduct in a non-reciprocal relationship. (The following is stated under "University Regulations" in the LSU Eunice catalog).

1. "Quid pro quo" sexual harassment consists of requests for sexual favors, either implied or explicit, when submission to such requests is made a condition of continued employment, advancement, improved grades, or participation in a university activity.

2. "Hostile environment" sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexual flirtation, graphic or degrading comments or gestures of a sexual nature, and the display of sexually offensive objects or pictures. Sexual harassment does not refer to occasional compliments of a socially acceptable nature; it refers to repeated behavior which is unwelcome and personally offensive.

3. "Sexual assault" consists of unwelcome physical contact of a sexual nature. It includes kissing, stroking, fondling, coerced sexual intercourse, and rape or attempted rape.

Sexual harassment can occur between members of the same sex as well as members of the opposite sex. It can occur between peers as well as between people who are in a supervisor/subordinate relationship. It can occur between any members of the LSU Eunice campus community, including faculty, staff, and students. An incident of sexual harassment can also occur between a member of the LSU Eunice community and a visitor, patron, client, or contractor working for LSU Eunice.

It is the policy of this institution that all members of the campus community should be able to enjoy a work and/or educational environment free from sexual harassment. Such conduct as described above-whether committed by supervisors, non-supervisors, faculty, staff personnel, students, visitors, contracted personnel, or others-is prohibited. All members of the University must be aware of sexual harassment, whether intended or inadvertent, and take a proactive stand against it.

Supervisors shall take a proactive role in preventing sexual harassment. They must understand the LSU Eunice policy and procedure on sexual harassment and enforce acceptable behavior among faculty, staff, and students; observe and be aware of potential sexual harassment behaviors in and out of the classroom; model appropriate behavior; and alert the Assistant to the Chancellor on Affirmative Action/Equal Opportunity (AA/EO) should an incident occur.

The AA/EO Officer shall promote awareness and sensitivity of sexual harassment issues across the campus. Should an incident occur, the AA/EO Officer shall take the appropriate steps to resolve the incident in an expeditious and impartial manner.

Any questions regarding either this policy or a specific fact situation should be addressed to the appropriate supervisor or personnel officer or to the AA/EO Officer, Science Building Rm. 146, LSU Eunice, P.O. Box 1129, Eunice, Louisiana 70535; phone (337) 550-1206.

This process is set forth in the University Policy Statement Number 30 (PS 30), "Sexual Harassment Policy (Appendix C).

Revised summer 2019
Reviewed summer 2022

Retention/Progression Policy

Acceptance into the LSU Eunice Respiratory Care Program entitles the student to progress through the Respiratory Care curriculum along with the class to which he or she is admitted. In order for a student to be retained and progress in the curriculum, a student must:

1. Maintain an LSU and an overall GPA of 2.0 or higher.

2. Complete all RC courses with a grade of "C" or better. The grading scale for each RC course can be found in the course syllabus.

3. Maintain current CPR certification (CPR for Health Care Providers) and annual TB testing.

4. Maintain health/immunization requirements.

Reviewed summer 2022

Direct/Indirect Supervision Policy

The Respiratory Care Program is designed with the concept of learning over time. The respiratory care student must demonstrate didactic, laboratory, and clinical proficiency each semester in order to successfully progress in the program. The chief objective of the program is to ensure upon successful completion of the respiratory care program the student has the ability to function as an entry-level registered respiratory therapist.

In the last semester of the respiratory care program, the final clinical course is Conference and Clinical Experience IV (RC 2024). The clinical rotations are mainly in the area of Neonatal Intensive Care and Pediatric Intensive Care. Due to the intensity and instructional requirements, the respiratory care program is limited to rotating a maximum of two students at a time in these areas. While rotating in the neonatal and pediatric intensive care area, the student will be under direct supervision by a qualified, credentialed respiratory therapist.

When the respiratory care student is not assigned to the neonatal and pediatric intensive care specialty areas,

he/she will be required to rotate through previously rotated clinical areas such as adult intensive care, medical-surgical patient care, cardiac and pulmonary diagnostics. In order to successfully complete RC 2024, the respiratory care student must be able to competently perform in this area of patient care while under indirect supervision. Although, the respiratory care student is indirectly supervised in adult patient care there is a qualified respiratory therapist, serving as clinical preceptor, and will be "immediately available" for consultation, direction, or supervision regarding the practice or performance of respiratory care.

The clinical faculty will conduct monthly clinical evaluations on each student. Also, the clinical faculty will have regular dialogue with assigned preceptors to ensure students are progressing favorably. Any concerns regarding student's progress will be addressed by program faculty. The Director of Clinical Education and/or clinical instructor will discuss thoroughly any variances that occurred to have a sound understanding of the problem the student is having. From the discussion with the clinical preceptor, the Director of Clinical Education and/or clinical instructor will meet with the Program Director to discuss the problem and develop a plan of action to be followed. The Program Director and Director of Clinical Education will then meet and inform the student of the problem and the plan of action to correct the problem(s). A remediation form will be completed by the Program Director and the Director of Clinical Education and signed by both program faculty and student. (Appendix H)

At the conclusion of the RC 2024 clinical course, the respiratory care student is required to complete an evaluation of his/her clinical site on a Clinical Facility Evaluation Form Appendix L). This form allows the student to rate the preceptor's clinical instruction and clinical facility on a Likert scale of 1 to 4; poor (1) to excellent (4), respectively. This evaluation form also provides the student an area to make comments and suggestions regarding the instructor/preceptor and instruction received during the clinical rotation.

Reviewed summer 2022

Remediation Policy

Classroom:

Evaluation of the didactic portion of the courses includes written assignments, scholarly papers, quizzes (written/oral), unit examinations, and comprehensive final examinations. These methods of evaluation assure progression of the student's cognitive and critical thinking ability.

If it is established that a student is having difficulty with didactic course work, the faculty will immediately notify the Program Director to discuss their concerns with regards to the student. Then a meeting will be scheduled with the Program Director, faculty, and student to discuss the potential problem and solution. During this meeting, the Program Director and faculty will determine the best method of one-on-one remediation to meet the needs of the student. A record of this meeting will be signed by the student, Program Director, and Director of Clinical Education. In the event the student requires accommodated services, the student will be

directed to the office of disability services. Please refer to the services for individuals with disabilities policy.

Laboratory/Clinical:

The psychomotor /skills objectives of laboratory courses are evaluated by instructor modeling, skills practice with faculty feedback, and formal practical examinations. Appropriate progress in laboratory courses requires successful completion of all instructor proficiencies designated to that course. The evaluation of laboratory proficiencies also reinforces cognitive and critical thinking. Informal evaluations will be ongoing, while formal evaluations will be completed monthly with your final evaluation and midterm evaluation averaged as clinical test grade.

Psychomotor skills are first demonstrated by the laboratory instructor (theory is reinforced during laboratory sessions). Under the direction of the laboratory instructor, the student will practice with peers the skill demonstrated by the instructor. The student will be given a reasonable amount of time to practice the demonstrated proficiencies. After the student has had time to perfect the practiced proficiencies, the student is then required: 1) it is the **responsibility of the student to schedule time for evaluation by the laboratory instructor;** 2) if the student is **unable to pass the proficiency evaluation(s), the laboratory instructor will remediate the student;** 3) after remediation, the student would again follow steps one through three. If the student passes the skills proficiency evaluation(s), he/she may perform those proficiencies in the clinical setting under the supervision of the clinical instructor. If the student passes the proficiency evaluation(s), he/she may perform the clinical skill with minimal supervision of the clinical instructor. **If the student is unable to pass the skill proficiency(s), the student must schedule time with the laboratory instructor for remediation of the failed proficiency(s).** After remediation, the student would again follow steps one through five and repeat the entire evaluation process.

After meeting with the Program Director and faculty, the student will be given a copy of the Counseling/Remedial Study Form which explicitly discribes area(s) needed to be remediated and methods of remediation to be done. A copy of the form will also be place in the student's file. (Appendix F) In the event the student requires accommodated services, the student will be directed to the office of disability services. Please refer to the services for individuals with disabilities policy.

Revised summer 2022

Policy on Requirements For Re-Entry

A student whose enrollment is interrupted either voluntarily or by compulsion, or who fails to earn a grade of "C" in a required respiratory care course may be considered for re-entry into the Respiratory Care Program provided that the student is in good academic standing as defined in the "University Regulations" section of the

Catalog. However, in no circumstances will a student be considered for readmission when the student has earned more than one "D", "F", or "W" in required respiratory care courses.

Persons wishing to re-enter the LSU Eunice Respiratory Care Program must make written application to the Division of Health Sciences and Business Technology by June 15 for re-entry in the first fall clinical semester and November 1 for the spring semester. No application will be considered for the summer semester or last clinical semester. All re-entry students will begin in the first fall semester and must follow in the respiratory care curriculum. A student will be considered for re-entry only when there is clear evidence of his or her potential to complete the requirements of the respiratory care curriculum. In reviewing such applications, special scrutiny will be given to (1) availability into the program, (2) overall grade-point average, (3) successful passing of a respiratory care cognitive and psychomotor aptitude assessment, (4) grades earned in the behavioral, biological, and physical sciences, (5) repeating the previous clinical course (s). The overall financial and personnel resources available to the Respiratory Care Program will also be a consideration in readmission decisions.

Reviewed summer 2022

Appeals Policy

LSU Eunice provides students with well-established appeal procedures for questioning the validity of any regulation, rule, policy, requirement, or procedure as it applies to the individual student. The University recognizes that students have a right to due process procedures in matters related to student complaints in the didactic and clinical setting. This process is set forth in the University Policy Statement Number * (PS-8), "Appeal Procedures Available to Student" (Appendix D). This policy statement sets forth the procedures to be followed in filing an appeal, including time lines. The policy reinforces the student's right to file an appeal without fear of reprisal and with protection of their confidentiality. All university and program policies are enforced in a non-discriminatory manner by the administration and faculty.

Reviewed summer 2022

Services For Individuals with Disabilities Policy

A person with a disability is an individual "who has a physical or mental impairment which substantially limits one or more major life activities, has a record of such an impairment, or is regarded as having such an impairment." Major life activities are functions such as "caring for oneself, performing manual tasks, walking, seeing, hearing, speaking, breathing, or learning. Impairments include alcoholism, blindness/visual impairment, cancer, cerebral palsy, deafness/hearing impairment, diabetes, drug addiction, epilepsy, heart disease, mental illness, mental retardation, multiple sclerosis, muscular dystrophy, orthopedic or speech problems, or perceptual handicaps, such as dyslexia, developmental aphasia, or attention deficit disorder (ADD)."

To fully serve the various needs of students with disabilities, the following provisions are in effect on the

campus:

1. No qualified student may be excluded from any course, or any course of study solely based on disability.

2. Degree or course requirements, if determined to be restrictive, will be adapted to meet the requirements of qualified students with disabilities. For post-secondary education purposes, qualified students with disabilities are defined as those "who meet the academic and technical standards requisite to admission or participation in the recipient's education program or activity."

3. Prohibitive rules, such as those banning tape recorders from classrooms, are waived for qualified disabled students.

4. Auxiliary aids (interpreters, note-takers) must be permitted in the classroom when they are required to ensure full participation of students with disabilities.

5. Alternative testing and evaluation for measuring achievement will be provided for students with impaired sensory, manual, or speaking skills (except where those specific skills are being measured).

6. Classes will be relocated if necessary to permit access for students with mobility impairments if such access cannot be reasonably achieved otherwise.

7. Reasonable efforts will be made to adapt special equipment or devices used in the classroom (and, in some cases, teaching techniques that rely upon the sight, hearing, or mobility of students) to individual needs and to assist qualified students in pursuing resources provided by Vocational Rehabilitation or charitable organizations.

8. Students with disabilities should not be counseled to consider more restrictive careers than careers recommended for non-disabled students unless such counsel is based on strict licensing or certification requirements in a profession.

9. Individuals with disabilities may refuse special accommodated services by filing a form with the Americans with Disabilities Act Officer stating such refusal.

10. Persons with disabilities who feel they have been treated unfairly with relation to their disability may file an appeal or grievance under the appropriate policy statement.

The Vice Chancellor for Student Affairs and Enrollment Services is charged with the overall administrative responsibility for coordinating the delivery of these services and publishing institutional policies regarding them in accordance with Section 504 of the Rehabilitation Act.

Determining criteria and accommodative testing and procedures for students with disabilities begins in the

Office of Academic Assistance Programs. Students with disabilities must be registered with the Student Support Services within the Office of Academic Assistance Programs. Additional assistance is provided by the Office of Student Affairs and Enrollment Services and the Office of Academic Affairs. It is the responsibility of the student to inform one of the above offices of any handicapping condition which requires special consideration under this policy. Persons requesting accommodated services must be registered voters or must complete a voter registration application or a voter registration declination with the accommodated services request.

These regulations are intended to also apply to the Americans with Disabilities Act.

Americans with Disabilities Act
A student is eligible for accommodations if they:

1. Are qualified for the program
2. Are a person with a disability
3. Have self-identified to the University through the Office of Disability Services
4. Have presented appropriate documentation regarding the disability to the University as required by the Office of Disability Services as a request for accommodations.

To receive accommodations, the student must submit a request, and provide documentation which substantiates the functional limitations of their cognitive and/or physical abilities that impacts an academic environment. Once accommodations are determined, the student must:

Step 1:
Complete an Accommodated Service Application and Accommodated Service Agreement form each semester with:

Office of Disability Services (Library Room 105) Phone: (337) 550-1206 Email: ODS@lsue.edu or www.lsue.edu/ods

Step 2:
Accommodations for otherwise qualified students with disabilities do not take effect until the student has completed registration with Disability Services and has provided the instructors with Accommodations Letters. The student must provide instructors with notice of three business days before use of accommodation(s).

** Disability Services cannot require instructors or anyone else to change a student's grade for assignments or exams given prior to the student notifying the instructor of an accommodation(s).
** Academic Accommodations are modifications or changes to limit the impact of a person's disability.

Any student who is a "qualified individual with a disability" as defined by Section 504 of the Rehabilitation Act and Title II of the Americans with Disabilities Act and who will need accommodated services (e.g., note takers, extended test times, audio tapes, tutorials, etc.) for this course must register with and request services through

the Office of Disability Services (S145).

Revised summer 2022

Outside Employment Policy

Outside employment is not encouraged because of the rigorous program structure. It is recognized that employment is necessary for some, but educational schedules and requirements **MUST NOT** be compromised because of this employment. Louisiana State Board of Medical Examiners (LSBME) states that a person must be licensed to perform the duties of a respiratory therapist other than during the clinical phase of a respiratory care program. This includes all modalities of respiratory therapy. The student will be working under the license of the respiratory therapist that they are assigned to during the clinical phase of the program and not allowed to be compensated while in clinical.

Revised summer 2022

Program/Student Records Policy

Each clinical instructor shall maintain a record of student attendance, performance evaluations/grades, and anecdotal records through Trajecsys. In addition, each student shall maintain required clinical documents through Trajecsys to keep a record of the student's clinical work, attendance, clinical competencies, and clinical evaluations. It shall be the student's responsibility to assure that he/she has been evaluated and signed off on all the clinical competencies each clinical semester. Falsification of any portion of these records could result in termination from the program.

A written record of any consultations between clinical instructors, the Director of Clinical Education, or Program Director pertaining to student related issues such as clinical progress, attendance, tardiness, and all disciplinary problems shall be maintained on a Student Remediation/Counseling Form. These reports will list the names of those present, the date and time of the meeting, the problems discussed. Recommendations will be made and signed by all present, including faculty and student.

The Respiratory Care Program will maintain all student records in a secured area located in the Program Director's office and the laboratory storage area. These files contain admission documents, application, degree plan and transcripts, etc. These documents may be reviewed by making arrangements with the Program Director. All didactic/clinical course work will be kept for 5 years.

Faculty are also required to maintain student's privacy in accordance with the Family Education Rights to Privacy Act (FERPA). The Family Educational Rights and Privacy Act of 1974, also known as the Buckley

Amendment, helps protect the privacy of student records. The Act provides for the right to inspect and review education records, the right to seek to amend those records and to limit disclosure of information from the records. The Act applies to all institutions that are the recipients of federal funding.

Only students or entities that the student has given written consent can receive information about the student's grade or progress. Please refer to FERPA information on the LSUE website.
https://www.lsue.edu/registrar/ferpa.php

Revised summer 2022

Advisory Committee Duties And Responsibilities

The L.S.U.E. Respiratory Program Advisory Committee is a group of persons that are chosen from the communities of interest to offer advice to educators regarding the program. Committee members advise and support the L.S.U.E. Respiratory Program at scheduled meetings and participate in program issues throughout the year.

Specific functions of L.S.U.E. Advisory Committee

- Bridge the gap between the program and community.
- Encourage up-to-date and relevant education
- Determine the need for a particular level of program in the community.
- Facilitate necessary acquisition of equipment, textbooks and related library and audio-video materials.
- Review curriculum.
- Obtain qualified faculty.
- Job placements of graduates.
- Market the program
- Review changes to program goals, outcomes, and instructional effectiveness.
- Review substantive changes.
- Promote community service by Respiratory Care students.
- Ensure availability of appropriate clinical resources.
- Accreditation process.

Adopted summer 2021
Reviewed summer 2022

Advisory Committee Chair Duties And Responsibilities

The L.S.U.E. Respiratory Program Advisory Committee Chair is elected by a majority of the advisory committee members. The chair is not a member of L.S.U.E. University but is a member from the communities of interest. Committee Chair provides coordination advice and support for the program by assisting with the following.

Specific functions of L.S.U.E. Advisory Committee Chair

- Conduct advisory committee meetings at least annually.
- Conduct special advisory meetings as necessary.
- Appoint sub-committees, Ad Hoc committees or task force for special projects.
- Act as a liaison to community organizations interested in supporting L.S.U.E. Program.
- Ensure proper documentation of advisory committee meeting minutes.
- Development of meeting agenda.

Adopted summer 2021
Reviewed summer 2022

LSUE Respiratory Care Advisory Committee Student Representative

At least one to two students will be selected by the program director to serve on the advisory committee. This committee meets every spring in order to discuss pertinent information regarding the program outcomes, new information with agencies related to our field of study, and any concerns that affect our mission.

Reviewed summer 2022

LSUE Respiratory Care Selection Committee Policy

1. Committee Membership: The committee members will consist of all Respiratory Care Program faculty, Affirmative Action and Equal Opportunity (AAEO) officer, Dean of the Health Science, and Program Directors from all LSUE Allied Health programs.

2. Selection Procedure: The LSUE Respiratory Care Program Application can be obtained at T104 A from the Health Science Administrative Assistant during the spring semester. Once the application packet is completed with all required information and documents, the student will return the application by March 1st. However, if you are a transfer student or will be completing prerequisites in the summer, we will accept your application up until August 1st.

3. Once all summer grades are submitted, the Administrative Assistant generates a list of applicants only labeled by their composite score. The criteria for how students are ranked is as follows:
    - Each student must have completed all pre-requisites with a C or better. (42 hours)
    - Student must have a minimum of a 2.0 overall GPA
    - Student must complete the Entrance Examination

- Participate in an interview with RC faculty
- Attend Respiratory Care orientation

4. The Respiratory Care program is budgeted to select 15 students each fall semester. Two students will also be voted as first and second alternate in case a selected student elects to forfeit their position in the program. To ensure non-discrimination, documents used for selection are anonymous and do not include student identification. The committee will be presented a list of applicants labeled only by their composite score. In addition to the list of applicants, the criteria for how students are ranked will be provided to the selection committee. The benchmarks for ranking students for selection are as follows:
   - GPA 60%
   - Entrance Exam score 30%
   - Interview score 10%

5. In the event during the selection process, if two applicants are competing for the last slot, the Selection Committee then reviews individual transcripts and the student who achieved a higher science course GPA will be proven to be the stronger candidate.

6. Following the Selection Committee meeting, the Administrative Assistant will notify all applicants of their selection status via email.

Adopted summer 2019
Revised summer 2022

Professional Appearance/Uniform Policy

During clinical assignment, general appearance in uniform must be aesthetically pleasing, neat, clean, with uniform free from soil and wrinkles. When the student uniform is worn, you present not only yourself, but LSU Eunice in general. More specific uniform codes may be required at the discretion of the Director of Clinical Education and/or the clinical agency to which the student is assigned.

1. An **LSU Eunice patch** and the **name badge holder** must be purchased from the **LSU Eunice Bookstore.** The name badge (picture ID) will be supplied by the program. The patch should be sewn two finger-widths below the left shoulder seam of your uniform and lab coat.

2. Shoes must be either White Nurse Mates or plain **ALL WHITE** leather tennis shoes. **Clogs are not allowed**.

3. The uniforms used by the respiratory program are as follows:

4.

	Item	Company	Number	Color
Uniform Top	Unisex V-Neck Tunic Or V-Neck Tunic	Cherokee	Unisex 4777 or 4700	Grape
Uniform Pants	Unisex Drawstring Pant or Pull-On Pant	Cherokee	Unisex 4100, 4001 Women 4112, 4101 Men 4000	Grape
Lab Coat/Females		Landau	8726, 3194, 3155	White
Lab Coat/Males		Landau	3148, 3224	White

*Note: To prevent fading, soak uniform in salt water before washing.

*You must wear a plain white V-neck or crew neck t-shirt with a regular or ¾ length sleeve under your uniform top.

5. When ordering your uniform, please identify yourself as an LSU Eunice Respiratory Care Student. Uniforms may be purchased at the following locations (BUT NOT LIMITED TO):

Sun Sports 950 W. Laurel Ave. Eunice, LA (337) 457-1484	Tri-Parish Uniform Shop 1235 Heather Dr. Opelousas, LA (337)948-7812	Church Point Pharmacy 300 N. Main Church Point, LA (337)684-5475
Scrub Works 2201 Kaliste Saloom Suite 1 A Lafayette, LA (337)983-2371	Uniformly Fit 3510 Ryan St. Lake Charles, LA (337) 562-9990	Parkers 414 N. Broadway St. Jennings, LA (337)8245386

6. Surgical scrub attire should be worn only in appropriate areas of the hospital (ex: surgery, OR, NICU). Scrubs are the property of the hospital and are not to be worn outside of the hospital.

7. Your uniform should be worn only on campus and in clinical areas. The uniform must be changed for street clothing when going shopping or for recreational activities). The following policies are applicable to students while in the professional component of the program. Failure to comply with these policies will result in disciplinary action.

OTHER CONSIDERATIONS

1. Hair

A. Hair should be neat, clean, and well groomed. If hair is worn longer than collar length (by either males or females) it **MUST BE PINNED UP.**

B. Extravagant hair color or styles are not permitted.

C. Odorous hair products are not permitted.

D. Beards and Mustaches must be neat and well groomed. If one chooses to be clean shaven, periodic excuses of "growing a beard" will not be accepted for unkempt appearance in uniform. If you plan to grow a beard, please start during vacation periods. Hair sprays, after shave and colognes are not permitted.

2. Hands and Nails

Fingernails must be of a moderately short length, well groomed; and **unpolished. Chipped polish and bitten nails constitute an infection hazard.**

3. Jewelry

A. No jewelry other than watch and wedding rings may be worn. Ornate wedding and engagement rings may constitute an infection control hazard due to their elaborate structure. Some ring settings are likely to tear through protective gloves. Students are advised not to wear ornate jewelry in clinical settings.

B. Hair ornaments, necklaces, and pendants constitute safety hazards and may not be worn. Should one have pierced ears, only small ball and post earrings may be worn.

C. Nose rings or other pierced are not permitted.

D. A wrist watch with a second hand is necessary

4. Personal Hygiene

   A. Students must practice good personal hygiene.

   B. Do not wear perfumes or after shaves. Many patients with respiratory conditions are particularly sensitive to odors and their conditions may be aggravated by strong fragrance.

Revised summer 2020
Reviewed summer 2022

Campus Dress Policy

It is the student's responsibility to present themselves professionally both on campus and at clinical sites. The LSUE Respiratory Care program's campus dress policy is as follows:

1. The student **may** wear scrub uniforms on campus.

2. The student **may** wear scrub pants along with t-shirt on campus

3. The student **may** wear jeans, skirt, and dress pants with a proper shirt.

4. The student **may not** wear shorts, yoga pants, tank tops, any sheer clothing, or **any** clothing that will not allow them to do tasks that are required in the clinical or laboratory setting.

Revised summer 2021
Reviewed summer 2022

Policies Pertaining To Attendance, Late Work, Make-Up Work, Etc.

The following policies will be enforced in addition to the requirements for class attendance as stated in the University catalog.

1. Students are responsible for attending all classes, whether clinical or lecture, regularly and punctually. Make-up examinations will be given only under approved circumstantial situations or at the instructor's discretion. Missed quizzes will be made up at the discretion of the course instructor. Excessive absences, whether excused or unexcused will NOT be tolerated.

2. Regular attendance at clinical sessions provides students the opportunity to practice and develop necessary psychomotor and affective skills that define competence and are expected by employers. For

these reasons, students are advised to take advantage of every learning opportunity by refraining from undue absence and/or tardiness. Students are responsible for the course material/clinical modes covered and announcements made on the days they are absent or late. They are therefore, advised to take necessary steps to know the portions missed.

3. Tardiness in reporting to the clinical area often results in disruption of assignments for the day. Students anticipating late arrival at their assigned clinical site should call in advance to inform the instructor. The instructor must be informed within 15 minutes of the start of shift about any expected tardiness in clinical practice. Repeated tardiness during any semester will likely deprive the students of gainful clinical experience and consequentially will negatively impact the clinical evaluation and/or clinical course mid-term or final grade.

4. More than two (2) excused absences in a regular semester and ALL UNEXCUSED absences will be considered excessive and make up work will be required. This will be arranged at a clinical facility or in the LSU Eunice Respiratory Care Lab at the discretion of the instructor. **The instructor/DCE and Program Director must be informed within 15 minutes of the start of shift** about any expected absence. Excessive absences, whether excused or unexcused will NOT be tolerated. **Repeated absences during any semester will negatively impact the clinical evaluation and/or clinical course mid-term or final grade.** This policy will be presented in detail in the clinical course syllabus. In the event a student is absent, they must turn in a completed Absentee Form.

Reviewed summer 2022

Program Complaint Resolution Policy

Students may contact the Commission on Accreditation for Respiratory Care (CoARC) to file a complaint about the program. A plan of action is in place to handle such a situation. For more information, contact:

Commission on Accreditation for Respiratory Care
CoARC.com
(817) 283-2835

Reviewed summer 2022

Equivalent Access to Program Resources

All students will have equal access to supplies, laboratory equipment, and laboratory time. Students will also be placed on a rotation schedule that will assure equal opportunity for clinical experience and training throughout all areas of the hospital. Please refer to clinical rotation schedule for detailed information.

Social Media Policy

Social networking websites and applications (apps) provide unique opportunities for students to get to know one another, share experiences, and keep in contact. As with any public forum, it is important that users of these sites are aware of the associated risks and act in a manner that does not embarrass the students, the Division of Health Sciences and Business Technology, and LSUE. It is also important to ensure patient information is not made publicly available. Everyone is expected to be respectful of the views and opinions of others in the program and the University. This rule extends to interactions through forums, email, phone conversations, texting, social media, and all other methods of communication. No foul or inappropriate language will be tolerated.

Students are expected to check emails daily for announcements and other program information. All correspondence with program faculty must be through use of your LSUE email account. You are expected to use correct English and grammar when writing papers, sending emails, posting to forums, and all other forms of communication.

Posts to social media sites in regard to LSUE, its programs, affiliates, faculty, and/or students should be carefully considered. While you are free to post in your own personal accounts, the content of your posts may negatively impact the University and/or its constituents and may warrant disciplinary action. Inappropriate electronic content (comments, pictures, etc.) that does not reflect the professional behavior expected of professional students may warrant disciplinary action from the program and/or University.

The Respiratory Care Program has adopted the following guidelines to assist students in safely using these sites.

Personal Privacy

1. We recommend setting your profiles on social networking sites so that only those individuals whom you have provided access may see your personal information.

2. We recommend evaluating photos of yourself that are posted to these sites and “un-tagging” photos that depict you in what may be construed as compromising situations.

3. Be sure you are aware of the security and privacy options available to you at any sites where you post personal information. Keep in mind that privacy settings are not impervious, and information can be shared willingly or unwillingly with others, even with “Friends Only” access.

Protection of Patient Information

1. Comments made on social networking sites should be considered the same as if they were made in a public place in the hospital.

2. HIPAA rules apply online, and students may be held criminally liable for comments that violate HIPAA.

3. Remember that simply removing the name of a patient does not make them anonymous. Family members or friends of that patient or of other patients you are caring for may be able to determine whom you are referring based on the context.

Professionalism

1. Use of these sites can have legal ramifications. Comments made regarding care of patients or that portray you or a colleague in an unprofessional manner can be used in court or other disciplinary proceedings.

2. Statements made under your profile are attributable to you and are treated as if you verbally made that statement in a public place.

3. We recommend using discretion when choosing to log onto a social networking site at school. Keep in mind that the use of these sites during lecture and clinical assignments is prohibited.

4. Keep in mind that photographs and statements made are potentially viewable by future employers.

5. Students may be subject to disciplinary actions within the College for comments that are either unprofessional or violate patient privacy.

4. Keep in mind that you are representing LSUE, the Division of Health Sciences and Business Technology when you log on to a site and make a comment or post a photograph.

Adopted summer 2021
Reviewed summer 2022

Associate Of Science In Respiratory Care Curriculum

Student Name		Audit Completed By:	
Student ID:		Catalog:	Date:

Course	Term/Year	Grade	Credits	Transfer Equivalent/School	Permission Date
Gen Ed English (6 hrs) GE English Comp I & GE English Comp II or Adv					
ENGL1001			3		
ENGL1002			3		
Gen Ed Mathematics (6 hrs) GE College Algebra (3 hrs); Trigonometry or Statistics or Business Calculus (3 hrs)					
MATH			3		
MATH			3		
Gen Ed Natural Sciences (17 hrs)					
BIOL1011			3		
BIOL1160			3		
BIOL1161			1		
BIOL2160			3		
BIOL2161			1		
CHEM1001			3		
PHYS1001 or 2001			3		
Humanities (3 hrs)					
			3		
Fine Arts (3 hrs)					
			3		
Social Science (3 hrs)					
PSYC2070			3		
Respiratory Care Required Courses (45 hrs)					
ALLH1013			2		
RC1001			2		
RC2011			3		
RC2012			3		
RC2013			3		
RC2014			4		
RC2015			4		
RC2016			4		
RC2017			4		
RC2019			2		
RC2020			2		
RC2021			3		
RC2024			4		

RC2025			3		
RC2026			2		

To Be Completed by Registrar's Office	
Degree Requirements	
Semester Hours Earned at LSUE	
Total Semester Hours Earned	
LSUE Grade-Point Average (≥ 2.0)	
Overall Grade-Point Average (≥ 2.0)	
Resident Requirements	
25% of credits completed at LSUE	
15 credit hours in the division granting degree	
Reverse transfer	
Student is enrolled during semester of graduation	

Advisor Signature	Dean Signature	Registrar Signature

Reviewed summer 2022

Course Sequence And Description

Fall Semester

English Composition: ENG1001(Lec. 3; Cr. 3): Introductory course in writing, largely expository, accompanied by selected readings. Emphasis on basic rhetorical methods used commonly in exposition.

Applied College Algebra: MATH 1015(Lec. 3; Cr. 3): Emphasis on applications involving: solving equations and inequalities; function properties and graphs to include linear, quadratic, polynomial, exponential, and logarithmic functions. This course is not intended for students whose curriculum includes Trigonometry or Calculus I.

College Algebra: MATH 1021 (Lec. 3; Cr. 3): In-depth treatment of solving equations and inequalities; function properties and graphs; inverse functions; linear equations, quadratic, polynomial, rational, exponential, and logarithmic functions with applications; system of equations. Prerequisite: MATH ACT sub score of 22 or higher or grade of "C" or better in MATH 0021.

Human Anatomy: BIOL1160 (Lec 3; Cr. 3): Studies in the macro- and microstructural anatomy of the human body. Topics covered include anatomical terminology, histology, integument, and anatomy of the organ systems of the body (skeletal, muscle, nervous, endocrine, cardiovascular, respiratory, digestive, urinary, and reproductive). Credit will not be given for both this course and BIOL 1201/BIOL 1208 or BIOL 1201/BIOL 1207 unless both are required in a major.

Human Anatomy Lab: BIOL1161 (Lab. 2; Cr 1): Selected laboratory studies in the macro- and microstructural anatomy of the human body.

Medical Terminology: ALLH1013 (Lec. 2; Cr. 2): The study of medical terminology as it relates to understanding diseases, their causes and effects, and the terminology used by the medical specialties. Stress is placed on medical terms, their use, spelling, English translation, and pronunciation.

Spring Semester

English Composition II: ENG 1002 (Lec. 3; Cr 3): Introductory course in writing, accompanied by selected readings in literature and literary criticism. Emphasis on critical thinking through the development of extended essays in a variety of genres such as the academic essay, the review, and the research paper. The course requires an oral presentation and/or technological component, a collaborative project, as well as 1200–1500-word documented essay.

Elementary Statistics: MATH 1425 (Lec. 3; Cr. 3): An introductory course in descriptive statistics, probability, and inferential statistics. Averages and variation, random variables, probability distributions, binomial distributions, normal distributions, sampling distributions, estimation, hypothesis testing, regression, correlations, and chi-square distributions.

Human Physiology: BIOL 2160 (Lec. 3; Cr. 3): May not be taken for credit by zoology majors, predental, or premedical students. Elements of human physiology; controls and functions of the various organ systems.

Human Physiology Lab: BIOL 2161 (Lab. 3; Cr. 1): A laboratory course in the elements of human physiology for students majoring in nursing and allied health, home economics, and physical education.

Introduction to Respiratory Care: RC 1001 (Lec. 2; Cr. 2): A survey of basic principles and practices of respiratory care with observation in an area respiratory care department. A review of health care in the United States and an introduction to professional communication and ethics. Also included is the study of medical terminology as it relates to understanding cardiopulmonary diseases, their causes and effects.

Summer

Developmental Psychology of the Life Span: PSYC 2070 (Lec. 3; Cr. 3): Survey of developmental processes across the life span.

Chemistry I Non-Science Majors: CHEM 1001 (Lec. 3; Cr. 3): An introduction to nomenclature; atomic structure; chemical equations and stoichiometry; gas laws; bonding. Quantitative problem solving. Energy relationships, and solutions. For those students whose curricula require only one year of chemistry or physical science. Also, may be taken as preparatory course for CHEM 1201.

Fall

Microorganisms of Man: BIOL 1011 (Lec. 3; Cr. 3): Principles of microbiology, with emphasis on health and disease. Credit will not be given for this course and BIOL 2051. Not open to biological science majors.

Humanities Elective: (Lec. 3; Cr. 3)

Fine Arts Elective: (Lec. 3; Cr. 3)

Principles of Physics: PHYS 1001 (Lec. 3; Cr. 3): Survey of concepts in physics, both Newtonian and modern, for non-science majors. This course is not intended for students who wish to pursue further work in the areas of physics and engineering and may not be substituted for the basic course in these fields.

or **General Physics**: PHYS 2001 (Lec. 3; Cr. 3): Algebra/trig-based physics: vectors, kinematics, Newton's Laws, momentum, work and energy, rotations, oscillations & waves, elasticity and equilibrium; thermodynamics. (Not intended for engineering majors; intended for pre-medical and non-professional science students.) Credit will not be given for this course and PHYS 2110.

Fall

Respiratory Care Science I: RC 2011 (Lec. 3; Cr. 3): Theory and application of gas therapy, aerosol therapy and bronchial hygiene. An introduction to equipment and various methods used to administer gas and aerosol therapy as well as the evaluation of the effectiveness of the therapy; includes an introduction to pharmacologic principles of drug administration used in advanced life support. An overview of chemical and physical agents and practices used to control the spread of infection will be stressed.
Prerequisite: Selective admission into the Respiratory Care Program. Co-requisite: Respiratory Care 2012, 2013 and 2014.

Cardiopulmonary Anatomy and Physiology: RC 2012 (Lec. 3; Cr. 3): Study specific to the structures and functions of the heart and lungs with an emphasis in gas exchange. Respiratory care concepts introduced involving pulmonary insufficiency and acid-base balance of the body with an emphasis on physiology in order to recognize abnormal function and to apply appropriate technology and therapy.
Prerequisite: Selective admission into the Respiratory Care Program. Co-requisite: Respiratory Care 2011, 2013 and 2014.

Respiratory Care Instruction: RC 2013 (Lec. 3; Cr. 3): Application of patient physical assessment and study in respiratory physiology which include mechanics of breathing and control of ventilation. Theory and application of airway management, chest physiotherapy, oxygen supply systems, oxygen analyzers, regulators, blood gas analyzers, pulmonary function testing and cardiopulmonary resuscitative methods.
Prerequisite: Selective admission into the Respiratory Care Program. Co-requisite: Respiratory Care 2011, 2012 and 2014.

Conference and Clinical Experience I: RC 2014 (Clin. 24; Cr. 4): Clinical experience in an authorized hospital for one semester includes applications in respiratory therapy equipment, techniques, and therapeutics in general patient care with pediatric and adult patients.
Prerequisite: Selective admission into the Respiratory Care Program. Co-requisite: Respiratory Care 2011, 2012 and 2013.

Spring

Respiratory Care Science II: RC 2015 (Lec. 4; Cr. 4): An advanced course in airway management and mechanical invasive and non- invasive ventilation. Instruction in the management of patients requiring assisted and controlled ventilation as it refers specifically to respiratory care problems associated with general medicine, cardiovascular and respiratory disease, general surgery, and thoracic and cardiovascular surgery. Included are discussions of basic and advanced life support methods and the critical care techniques of the newborn and adult care patient.
Prerequisite: Respiratory Care 2011, 2012, 2013, and 2014.
Co-requisite: Respiratory Care 2016 and 2017.

Pathophysiology in Respiratory Care: RC 2017 (Lec. 4; Cr. 4): Discussion of current issues related to etiology, pathophysiology, clinical manifestations, treatment and outcomes of various diseases and conditions that directly affect the cardiopulmonary system. This course also highlights the needs and care of the geriatric patient. Students will learn the application of clinical data using clinical case studies. A review of theory and clinical skills to enhance critical thinking skills needed in a critical care setting with an emphasis on invasive monitoring such as hemodynamic measurement, ventilation/perfusion, and pulmonary assessment. Included is an overview of diagnostic procedures and interpretive skills in cardiopulmonary function, chest radiographs, lung dynamics, specialty gases, blood gas analysis, metabolic assessment, and special procedures. Prerequisite: Respiratory Care 2011, 2012, 2013 and 2014.
Co-requisite: Respiratory Care 2015 and 2016.

Conference and Clinical Experience II: RC 2016 (Clin. 24; Cr. 4): Clinical experience in an affiliated clinical agency, to include more advanced forms of therapeutic and diagnostic techniques such as initiation, management, and discontinuance of mechanical ventilation, arterial blood gas sampling, and analysis.
Prerequisite: Respiratory Care 2011, 2012, 2013 and 2014.
Co-requisite: Respiratory Care 2015 and 2017.

Summer

Advanced Respiratory Care Pharmacology: RC 2019 (Lec. 2; Cr. 2): Medications related to the respiratory system. Emphasis will be placed on drug calculations, anti-inflammatory, non-steroidal anti-asthmatics, and

anti-infective drugs. Overview of nicotine replacement drugs, common cold and cough remedies, sedatives, analgesics, neuromuscular blocking agents, diuretics, pulmonary vascular vasodilators, and cardiac drugs.
Prerequisite: Respiratory Care 2015, 2016 and 2017. Co-requisite: Respiratory Care 2020.

Conference and Clinical Experience III: RC 2020 (Clin. 12; Cr. 2): Clinical experience in respiratory care in an affiliated clinical agency, to provide additional experience and application in general care, critical care, and diagnostics.
Prerequisite: Respiratory Care 2015, 2016 and 2017. Co-requisite: Respiratory Care 2019.

Fall

Perinatology and Pediatric Respiratory Care: RC 2024 (Lec. 2; Cr. 3): A combined lecture and laboratory course which emphasizes an in-depth study of the pathophysiology and diseases of newborn and pediatric patients. Diagnostics, monitoring of clinical indices, and therapeutic measures (i.e., surfactant therapy, high frequency ventilation, ECMO) used in perinatal/pediatric respiratory care.
Prerequisite: Respiratory Care 2019 and 2020.
Co-requisite: Respiratory Care 2022, 2024 and 2025.

Professional Review Seminar Lab: RC 2025 (Lab. 6; Lec. 1; Cr. 3): Comprehensive assessments and evaluations of knowledge base, and critical thinking skills via therapist self-assessment examination and computer-based competency simulations. Remediation and review based on the results of the evaluations of therapist self-assessment examination and computer-based competency simulations.
Prerequisite: Respiratory Care 2019 and 2020.
Co-requisite: Respiratory Care 2021, 2022 and 2024

Critical Care and Other Related Concepts in Respiratory Care: RC 2026 (Lec. 2; Cr. 2): This course is a supplement to RC 2025 (Professional Review Seminar Lab). The focus is placed on providing a variety of critical care case studies relative to therapist self-assessment examinations and computer-based competency simulations discussed in RC 2025. This course will support additional remediation through teaching methods such as small group learning, workbook activities, and patient-care scenario sessions related to all areas of the respiratory care national board examination.
Prerequisite: Respiratory Care 2019 and 2020.
Co-requisite: Respiratory Care 2021, 2024, 2025.

Conference and Clinical Experience IV: RC 2024 (Clin. 24; Cr. 4): Clinical experiences in respiratory care in an affiliated clinical agency, which includes neonatal, pediatric and adult critical care and diagnostics.
Prerequisite: Respiratory Care 2019 and 2020.
Co-requisite: Respiratory Care 2021, 2022 and 2025

Reviewed summer 2022

Refund of Fees

1. Refund of LSUE and nonresident fees of non-Title IV students (not receiving federal financial aid) will be made on the following basis upon official termination of the student's registration (including withdrawal by student, resignation by student, cancellation of provisional admission, or dismissal of student by the campus):
    a. From the first day to the sixth day of classes: 100% refund
    b. From the seventh day to the eleventh day of classes (fifth day in the regular summer session): 50% refund
    c. From the twelfth day through the fourteenth day of classes: 25% refund
    d. After the fourteenth day of classes (seventh day in the regular summer session): 0% refund
2. Reductions of fees resulting from all student schedule changes will be refunded in accordance with the above schedule.
3. A student who is receiving Title IV financial aid (any federal financial aid) and who resigns from LSUE (drops all classes, and officially or unofficially resigns) prior to completing 60 percent of the semester may be required to return any calculated refund back to Title IV Programs. Refunds for tuition and campus charges will be calculated through 60 percent of the semester by taking the number of calendar days remaining in the semester divided by the number of calendar days in the semester. Scheduled breaks for five consecutive days or more are excluded. If a cash payment has been released to the student then the student may be required to repay some of the federal grants if the student withdraws. Also, any money refunded by LSU Eunice to the Title IV Programs in excess of the institutional tuition refund policy may be subject to repayment by the student.
4. All full-time students who become part-time students after the last day to receive refunds will continue to be eligible for all student activity privileges.

Revised summer 2020
Reviewed summer 2022

Student Recruitment

The Louisiana State University Eunice Respiratory program will recruit students using several different approaches. These approaches include:

- Career fairs at high schools
- Career fairs at universities
- LSUE Orientation
- Collaboration with other universities such as partnerships with Louisiana State University Alexandria, and University of Lafayette
- Development of Respiratory Care Program website (pending with the help of OIT)

LSUE Respiratory Care program adheres to the LSUE diversity statement and the LSUE Equal Opportunity Policy with all recruitment strategies. Please see Diversity Statement below.

Louisiana State University Eunice adheres to the principle of equal education, employment, and promotion opportunity without regard to race, creed, color, national origin, sex, age, handicap, veteran's status, sexual orientation, or gender identity. The University is dedicated to the philosophy of providing opportunity for full participation and representation in all segments of its operation to every individual who possesses the required training and experience.
The University will provide equal opportunity for all qualified and will promote the realization of equal opportunity through positive, continuing training programs in all applicable departments. This policy of equal opportunity applies to everyone and is regulated by the requirements of the University's Affirmative Action Plan; Louisiana Executive Order 13, dated 24 September 1965; and 11375, dated 13 October 1967, as amended; Title VI, Civil Rights Act of 1964; the Equal Employment Opportunity Act of 1972; and Title IX of the Higher Education Act of 1972. The University has designated an individual to coordinate the campus' nondiscrimination efforts to comply with regulations implementing Title VI, VII, IX, and Section 504. Inquiries regarding nondiscrimination policies and practices may be directed to the Special Assistant to the Chancellor for Affirmative Action-Equal Employment Opportunity / Title IX Coordinator, LSU Eunice, P.O. Box 1129, Eunice, LA 70535, (337) 550-1214.

Adopted summer 2020
Reviewed summer 2022

Technical Performance Standards

Respiratory is a practice discipline with cognitive, sensory, affective, and psychomotor performance requirements. Based on those requirements, a list of "Technical Standards" has been developed. Each standard has an example of an activity or activities that a potential student will be required to perform while enrolled in the respiratory program. These standards are a part of each Respiratory course and of a respiratory therapist's professional role expectation.

PERFORMANCE	STANDARD	ESSENTIAL ACTIVITIES/TASK (NOT ALL INCLUDSIVE)
Critical Thinking/Problem Solving	Critical thinking ability sufficient for safe clinical judgment	• Identify cause-effect relationships in clinical situations • Utilize patient assessment techniques to develop or alter respiratory procedures • Interpret and carryout written and verbal communication often in stressful, chaotic situations • Prioritize tasks and make appropriate decisions related to situations • Apply information in classroom to clinical setting, adapting to patient's needs

Interpersonal abilities sufficient to appropriately interact with individuals, families, and groups from a variety of social, emotional, cultural, and intellectual backgrounds	Interpersonal Behavioral and Social Skills	• Establish rapport and maintain professional boundaries in relationships with patients, families, and colleagues • Willingness to resolve conflict and to respond to feedback in a professional manner • Function effectively under stress • Adapt to changing environments (flexible schedules, emergency conditions, etc.) • Display compassion, professionalism, empathy, integrity, concern for others, interest, and motivation • Perform procedures on patients in pain from trauma, disease, or under the influence of drugs/alcohol
Communication	Communication abilities sufficient for interaction with others in verbal and written form	• Effectively communicate in English with patients, families, and health care colleagues • Explain respiratory procedures, initiate health-teaching, document and interpret respiratory technology actions and patient/client resources • Demonstrate ability to communicate orally concerning patients • Read the patient's health record and/or physician orders • Legibly write patient history and notes • Document own actions and patient responses as indicated
Mobility/Dexterity	Ability to sufficiently assist patients in moving and walking, maneuver in small spaces, and provide safe and effective patient care in a timely fashion	• Assist all patients in proper positioning to perform respiratory care modalities • Be able to push, pull and lift 50 pounds independently • Push a stretcher, wheelchair or other transportation devices without injury to self, patient, or others without assistance • Move respiratory equipment from one location to another, including corners, getting on and off elevators, and manipulating it in a patient's room unassisted • Administer CPR, chest compressions

Motor Skills	Fine and gross motor abilities sufficient to provide safe and effective care in a timely fashion	• Manually move and position respiratory equipment ease • Maintain sterile technique when performing various procedures • Perform various procedures requiring the use of hand and eye coordination • Properly utilize respiratory supplies • Demonstrate method for properly setting respiratory equipment • Demonstrate endurance by standing for long periods (6-8 hours) of time and walking a distance of at least 3-5 miles.
Observational/ Interpretive Skills	Ability to complete assessment of physical health conditions, implementation of patient care and monitoring procedures; and to monitor for issues related to environmental and patient safety	• Observe patient responses; read orders; obtain data from computer screens; control panel buttons/patient monitors • Obtain data from radiographs for assessment and determination of tube placement • Detect environmental issues that are contributory to assessing and/or maintaining patient's health status
Self-care	Ability to present professional appearance and implement measures to maintain own health	• Implement universal precautions; follow established procedures for body hygiene
Hearing	Auditory skills sufficient to monitor and assess patient's health needs	• Detect and respond independently to monitoring alarms, signs of patient's distress and/or a patient's communication of distress • Use the telephone to discuss the patient's status with the healthcare team and relay lab reports, etc., and answer questions from other clinicians • Must be able to respond to audible paging systems independently • Respond independently to questions and instructions from other health care providers; and in close proximity as well as at a distance of 20 feet, with and without the presence of extraneous noises • Respond to verbal communication from patients and/or clinicians while the person is wearing an oxygen or surgical face mask

Visual	Visual ability sufficient for observation and assessment necessary in the operation of equipment and for safe patient care	• Perceive and respond independently to warning signals from team members and/or patients of impending danger or emergency, i.e. a change in an individual's appearance, and/or physical communication of distress • View controls, letters, numbers, etc., of varying size located on respiratory equipment and supplies independently • View radiographic images on a computer screen and evaluate for recommendations necessary for patient care
Tactile	Tactile ability sufficient for patient assessment	• Perform palpitation and tactile assessment in order to assist with patient assessment and evaluate respiratory conditions
Mental	Mental ability sufficient for patient care, assessment, and operation of equipment	• Be able to visually concentrate and focus attention, thoughts, efforts, and behavior on patients and equipment for varying periods of time • Be able to respond to patient's changing physical conditions independently

Revised summer 2021
Reviewed summer 2022

Occupational Safety

Students and faculty should be aware of the occupational safety of the hospital and work environments including need for protective precautions. This includes:

- High level of exposure – odors, fumes, vibrations
- Low level of exposure – heat, humidity, noise, wetness, cold, dust, sudden temperature changes, poor lighting.
- High to moderate level of exposure – mechanical, radiation, body fluids, chemicals, slippery floors, infectious diseases, body tissues, electrical, blood sharp objects, aerosolized substances.
- Protective measures: High frequency of usage – latex gloves, goggles, face shield, ambu/resuscitation shield, gowns, masks.
- Moderate frequency of usage – hoods, shoe covers, one-way valve masks.
- Exposure to waste anesthetic gasses and drug exposures, disinfection chemicals and equipment.

- Possible physical injuries such as back pain/injury
- Potential risk for workplace violence

Adopted summer 2021
Reviewed summer 2022